



**NEW ENGLAND
SOCIETY
OF
AMERICAN FORESTERS**

**OPERATIONS and LEADERSHIP
MANUAL**

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Section 1:

Introduction and Role of NESAF State Society

The New England Section of the Society of American Foresters (NESAF) was founded in 1920. At that time there were many national level issues that affected the forests of New England and many nationally known and influential foresters with New England roots. That remains true today. However, unlike yesteryear we have evolved as an organization from humble beginnings to representing more than 775 members throughout New England (2020). As such, it is important to understand the organization's role in the hierarchy of SAF organizational structure and what opportunities and limitations there are for a volunteer Executive Committee and supporting cast of positions.

For the purposes of this document we will focus on a brief summary of the different levels of the SAF organization:

1. National SAF
2. New England State Society
3. Divisions (Granite State, Green Mountain, Maine, and Yankee)
4. Chapters (Massachusetts, Connecticut, and Rhode Island)

The New England Society of American Foresters is governed by a set of Bylaws most recently updated December 9, 2020 (**Appendix A.**). Each entity listed above has a distinct set of Bylaws or has agreed to run their entity by the NESAF Bylaws enacted in 2020. However, for the ease of operations any new and revised bylaws should follow the format and general content of the 2020 NESAF Bylaws as these have undergone significant updating and formatting changes to follow suggested changes made by National SAF Board.

National SAF

Based in the Washington D.C. area (and around the country), national SAF staff advocate on behalf of foresters and forests on policy issues that arise at the national level. In addition, they provide the backbone to the organization for membership support, classifying certification credits (professional development), managing the Certified Forester program, accrediting institutions of higher learning, organizing publications and outreach materials in support of our professional development and public outreach, in addition to many other tasks. The National staff is led by a Chief Executive Officer (CEO) who reports to a Board of Directors comprised of elected volunteer representatives from around the country who represent 11, equivalent by membership, Districts that make up the SAF. New England SAF is in District 6, along with the state society of New York (NYSAF). National SAF also supports a variety of working groups that bring together experts from throughout the US to develop policy and position papers as well as guide information to be included in National Conventions.

Three key Policies to be aware of are the Antitrust Policy (**Appendix B.**), Diversity and Inclusion Policy (**Appendix C.**), and the Anti-Harassment Policy (**Appendix D.**). These policies provide guidance for effective, lawful, and respectful meetings and activities, as well as to insure that as a Society we create a culture that fosters the respectful exchange of ideas, perspectives, and experiences from a diverse range of members, partner organizations, and other stakeholders.

New England State Society

NESAF is comprised of all the members of SAF that live within the six New England states (CT, MA, RI, VT, NH, and ME). Additionally, SAF members that live in the eastern Canadian Provinces are assigned to NESAF. Occasionally other members who live outside of New England also choose to be members of NESAF. The Executive Committee (EC) is made up of volunteer representatives from throughout New England with the major goals to provide support for the states on regional policy issues that arise, coordinate professional development and networking opportunities, and serve as the conduit of issues to be brought to the national level as needed. Much of NESAF's efforts relate to the Annual Winter and Business Meetings which rotate throughout New England and are typically planned at the Division level (**Appendix E.**) with support as needed from the NESAF Executive Committee. To assist in the planning of the NESAF Annual Winter Meeting a separate document titled ***Annual Winter Meeting Planning Manual*** is available as a resource. NESAF supports each Division and Chapter with the availability of a website and the News Quarterly (newsletter) to share relevant information around the region.

As a state society within SAF, we are the 4th largest (by 2019 membership) in the country. We represent New England on issues that arise among our peers on the House of Society Delegates (HSD). The HSD is a collection of State Society representatives (typically the Chair and Chair-Elect) from throughout the country. Meetings are typically held annually before the National Convention. However, this model may be changing in the future as we adapt to the realities and possibilities of effective online meetings. At this meeting the National staff and Board members provide updates on their work and take suggestions on topics to address if directed to by the HSD. HSD invites Issues and Actions to be shared from the states – these can be submitted at any time throughout the year and in person at the meeting to see what the national staff or board can do to help address. They also look for “Success Stories” that can be shared and serve as a template or inspiration to other state societies for events, programs, and policy agendas.

Divisions

The Divisions of New England SAF divide the region into 4 geographical parts. Membership in each division is based on state of residency. This is the level where much of the professional development and networking occurs most effectively. There are numerous tasks completed by the respective executive committees to ensure professional development opportunities are being offered, including planning for the NESAF Winter Meeting. As of 2020 there are 4 divisions of NESAF (Granite State (NH), Green Mountain (VT), Maine, and Yankee (CT, MA, RI)).

In addition work at the Division level is typically focused on the state concerns and issues with members focusing on local policy concerns, outreach, and professional development.

Chapters

The Yankee Division is the only Division in NESAF that has state-based (CT, MA, RI) Chapters. Much of what is described in the Divisions section also applies here.

Summary

All the levels of the SAF organization are available to help with different issues that might arise, however the local level is the best place to start and then work up through to the National level. There are several key points to know regarding SAF as our parent organization and as a 501(c)3 tax-exempt organization as organized through the Internal Revenue Service (IRS).

- 1) All the sub-units of NESAF must keep track of and report their financial information annually to the NESAF Treasurer, who then prepares a compiled report, which is used to file the annual tax return and additionally sent to SAF, this ensures that SAF continues to qualify for that tax-exempt status;
- 2) NESAF may not spend a **substantial** portion of time lobbying for or against any specific piece of legislation at any level of government. However, this does not limit the organization, or its members acting individually, from addressing issues of concern to the management of New England's forests and foresters and advocating for decisions, policies, or laws to be made based on science;
- 3) National SAF provides limited insurance coverage for meetings and field-based events (**Appendix F**);
- 4) There are several Policy documents that have been created and updated that can be used to help respond to local issues as they arise. In addition, each level of the organization may create new policy documents relevant to their areas but they need to be consistent with the national-level policy (should it exist) and be shared with national policy staff for consistency and as a courtesy for them to build on their library of documents.

NESAF Mission Statement

Our mission as foresters is to be responsible stewards of the earth's forests while meeting society's vital needs. The challenge of our mission lies in keeping forest ecosystems healthy and intact while concurrently drawing on their resources. We will meet this challenge by carefully monitoring and managing the effects of natural and human forces on the forest. Our decisions will be guided by our professional knowledge, our compassion for all living things, our desire to improve citizens' lives, and our respect and concern for the entire forest ecosystem. By advancing forestry science, education, technology, and the practice of forestry, NESAF will provide the leadership to achieve its mission.

Section 2: Elected Officers for NESAF – Roles and Responsibilities

All of the following elected officers are members of the NESAF Executive Committee and are required to understand and perform to the best of their abilities the duties outlined for their positions as described below.

- 1) **Chair** - shall be responsible for developing and continuing state society activities during the term of office and for organizing the membership toward meeting the objectives and Mission of NESAF. The Chair shall:
 - a) Preside at meetings of the state society;
 - b) Serve as Chair of the Executive Committee and as an ex-officio member of all other committees;
 - c) Develop agendas and solicit topics to be included for meetings of the Executive Committee;
 - d) Serve as the main contact for inquiries to the Executive Committee or for which requests of NESAF are made;
 - e) Oversee all the operations of NESAF;
 - f) Appoint, with the approval of the Executive Committee, the standing committees and other special committees, as needed;
 - g) Represent the New England State Society at the National SAF Convention;
 - h) Serve as the official delegate to the House of Society Delegates, or, with the approval of the Executive Committee, appoint an alternate;
 - i) Represent the New England State Society at meetings and conferences convened by other Societies and organizations as required;
 - j) Prepare and present at the annual meeting, a report on the state society's activities;
 - k) Execute contracts and any other agreements as required by the office in order to conduct its business, and
 - l) Perform all other duties commonly incident to such office.

- 2) **Chair Elect** –elected one year prior to serving as Chair. The Chair Elect shall:
 - a) In the absence of the Chair, preside at the state society meetings and act for and assist the Chair in conducting state society affairs;
 - b) Learn about the issues facing the State Society and understand the roles and responsibilities of the Executive Committee and its members in order to effectively serve as Chair;
 - c) Represent the New England State Society at National SAF Convention and the House of Society Delegates Meetings and in the absence of the Chair perform all duties as the NESAF delegate; and
 - d) Perform all other duties as may be commonly requested by the Chair.

- 3) **Immediate Past-Chair**
 - a) Following their year of service as the Chair of the state society, the immediate past chair remains as a voting Executive Committee member;
 - b) Shall participate in meetings of the Executive Committee and provide historical context and guidance for activities that span more than his/her term as Chair; and
 - c) Perform all other duties requested by the Chair in support of NESAF mission.

- 4) **Secretary** - or another officer as directed by the Executive Committee, shall:
 - a) Keep the minutes of EC meetings and the state society's annual meetings and provide to members of the Executive Committee for review and approval;
 - b) Ensure accurate and timely reporting to the membership, of the outcomes of all state society elections and referendums which are not conducted by the national office of the society;
 - c) Annually, following elections, complete the Leadership Roster to be filed with National SAF to ensure access to leadership central when terms begin;
 - d) Ensure meetings are announced to members on the required timelines;
 - e) Be responsible for ensuring minutes and other records are appropriately maintained working in conjunction with a Historian/Archivist should one be appointed; and
 - f) Perform such other duties as may be assigned by the Executive Committee or Chair.

- 5) **Treasurer** - or another officer directed by the Executive Committee, shall:
 - a) Act as custodian of the state society's finances and accounting records;
 - b) Receive and deposit all monies and disburse all monies authorized by the Chair or Executive Committee, which authorization may not be explicitly documented if done as part of the normal course of business, on behalf of the state society, attending to any obligations for payment (invoices received, travel reimbursement, etc.) to members or contractors, invoice service providers, advertisers, and others that may be subject to state society billing;
 - c) Prepare and present at each Executive Committee meeting a report of the state society's financial status, including income and expense statement for the current year's operations;
 - d) Prepare and present at the annual meeting a report of the state 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.
 - e) Prepare the organization's IRS 990 (annual tax reporting forms) which includes requesting and consolidating financial information provided by each division and chapter, as NESAF holds the only Tax ID number for all the Divisions and Chapters and actions taken at that level are, for tax purposes, actions taken by NESAF **(Appendix G.)**;
 - f) Retain financial records created in the management of the State Society's financial affairs for at least the minimum period required by the Internal Revenue Service (typically 7 years for a non-profit), if the Treasurer duties change in that time, the old treasurer will provide retained records to the new Treasurer;
 - g) Develop the annual NESAF budget working with the Chair and the Executive Committee. The proposed budget for the current year will be available prior to the Annual Business meeting of the State Society;
 - h) Serve as steward of grant monies received from National SAF or other organizations until reimbursement is requested by the awardee;
 - i) Serve as steward of dues collected by National SAF and disbursed to NESAF – keeping track of each Division and Chapter's dues to ensure prompt and accurate disbursement;
 - j) Perform such other duties as may be assigned by the Executive Committee.

- 6) **Elected State Representatives** - have the primary responsibility to act as the main communication link between the NESAF Executive Committee and their respective states, divisions, and chapters. In order to effectively accomplish this, specific responsibilities of the position include:
- a) Attend NESAF Executive Committee meetings for the purpose of communicating Division/Chapter issues to the Executive Committee;
 - b) Attend Division/Chapter Executive Committee meetings and other business meetings and communicate NESAF issues, policies, and relevant activities;
 - c) Participate in the governance and other activities of the Division/Chapter at the discretion of that body but are not required as part of the usual duties of this position. However, participation in the Division/Chapter governance and activities is encouraged and helps ensure good operations between the units;
 - d) Serve on the NESAF Awards Committee;
 - e) Participation in ad-hoc and standing committees of NESAF;
 - f) Serve as emissary of their respective Division/Chapter in delivering appropriately completed Grant requests to the NESAF Executive Committee for consideration;
 - g) Maintain and share documentation while serving in the role to assist the transfer of information from the NESAF EC to the state membership and from the state membership to the NESAF EC; and
 - h) Serve as liaison (as directed by the state leadership) between states and News Quarterly Editor and Web Admin to deliver news for posting.

Section 3: Appointed Positions of the NESAF Executive Committee – Roles and Responsibilities

The Bylaws name the following positions as additional members of the Executive Committee; Forest Science Coordinator, News Quarterly Editor, and Website Administrator. These positions have full voting rights equal to the elected positions.

Each of the following appointed positions are eligible for a stipend as described in Section 6.

FOREST SCIENCE COORDINATOR

A Forest Science Coordinator (FSC) position is a two-year term. There is no limit to the number of terms the Forest Science Coordinator may serve.

The role of the Forest Science Coordinator (FSC) shall be to provide NESAF with an effective means for the development, dissemination, and use of forestry research. The FSC shall provide leadership in NESAF's science programs by:

1. Helping applicable working groups achieve their objectives in the dissemination and use of forest science;
2. Providing the NESAF Executive Committee with information and opinion on current and emerging science and technology issues, the adequacy of the scientific basis of draft policies and position statements, the development and review of science communications, and other science matters;
3. Providing NESAF with assistance to help strengthen the scientific basis of their programs and activities;
4. Providing the Divisions and Chapters with information or assistance on science and technology matters;
5. Assisting with the science and technology content of the NESAF Winter Meeting program in the planning of plenary sessions, technical sessions, and applied forestry field trips, and coordinating and moderating poster and flash talk sessions;
6. Heading of special projects; and
7. Serve on the NESAF "News Quarterly" ad hoc editorial board leading the solicitation and review of articles for the "science theme-based" content;

NEWS QUARTERLY EDITOR

The Editor of the News Quarterly is a two-year term without a limit on the number of terms that may be served. The main role of the Editor is to procure relevant content, design, produce, print, and distribute the News Quarterly on a regular basis (i.e., four issues per year). This work is accomplished (**Appendix H.**) by working with the Forest Science Coordinator, Chair, and representatives of individual Divisions to ensure a wide range of information can be included in each News Quarterly. The Editor sets deadlines for content to be provided for inclusion. The Editor has broad editorial discretion but ultimately answers to the Executive Committee which serves as an *ad hoc* editorial board. The Editor also procures advertisers and works with the Treasurer for invoicing and payment of such.

WEBSITE ADMINISTRATOR

Website Administrator (Web Admin) is appointed a two-year term without a limit on the number of terms that may be served. The Web Admin performs regular tasks that are required to maintain the website (nesaf.org) and the e-mail distribution service. The Web Admin provides access and support for Chapter and Divisions to manage their own web pages and content on nesaf.org. The main role of the Web Admin is to manage the content and usefulness of the NESAF website (further outlined in **Appendix I**). This work is accomplished through regular postings as provided to the Web Admin for jobs, events, blog posts, Division news, and requests, etc. The Web Admin also coordinates website upgrades, major changes, and bug fixes with a contracted Web Developer (i.e., the Web Admin does not necessarily write code). In addition the Web Admin manages an electronic news dispersal account (currently Constant Contact) to contact members of the organization on an as needed basis.

Section 4: NESAF EXECUTIVE and STANDING COMMITTEES

EXECUTIVE COMMITTEE

The Executive Committee (EC) shall operate in accordance with the Bylaws and serves at the will of the membership. Membership on the EC is defined in the Bylaws and described previously in Sections 2 and 3 of this Manual. The EC represents the membership in promoting activities, policies, and managing the organization in the best interests of the membership. The NESAF EC should meet five times throughout the year to address business. These meetings (**Appendix U.**) are typically held January, March, June, September, and December. These meetings provide an opportunity to review organizational finances, initiative progress, and for each EC member to report on highlights of activities since the last meeting or actions requested prior to the next meeting.

STANDING COMMITTEES

Standing committees of the state society shall include as outlined in the Bylaws, but not be limited to:

- 1) Awards and Fellow;
- 2) Grants;
- 3) Membership;
- 4) Nominating and Tellers; and
- 5) Forest Policy.

The NESAF Chair shall make appointment of the Chairs and members of these committees, as outlined in the Bylaws, during the first meeting of the calendar year.

The Chairs of these committees have full voting rights equal to the elected positions. It is the goal of NESAF that all committees and the chairs that lead them, include members that broadly represent a diversity of gender, cultural, and various professional forestry employment categories in order to maintain a representative leadership of all the stakeholders in New England. Committee Chairs may be appointed outside of current Executive Committee members.

The Executive Committee may establish other committees, ad-hoc committees, and/or task forces as needed. Any committee chairs that serve a committee not listed above will be invited to Executive Committee Meetings but do not have the ability to act or vote on Executive Committee matters.

AWARDS and FELLOW COMMITTEE

Role and Responsibilities

The role of the Awards and Fellow Committee is to manage and be a resource for navigating the nomination process for NESAF Awards (**Appendices J. and K.**), Fellow Nominations, and National SAF Awards. The Committee acts as a resource for members navigating the process of nominating peers and colleagues for these awards. The Awards and Fellow Committee follows a process to determine the Awardees of the NESAF level awards. It is the responsibility of the committee to ensure nomination forms and instructions are kept up to date and readily available on the NESAF website and posted at least once per year in the News Quarterly.

Committee Membership

The Bylaws do not define who shall serve on the committee. However, the committee should be comprised of the NESAF Chair and each of the incoming State Representatives elected to the Executive Committee. The Chair of the Committee need not be an elected member of the Executive Committee but instead may be an appointed NESAF member.

In the event that there is not a State Representative seated when voting is to take place the Chair may recruit members to review and vote on nominations.

Annual Activities

Solicitation of NESAF Nominations

The NESAF Executive Committee's members should make announcements at Division/Chapter meetings on award availability as well as promote the awards via the News Quarterly and the website. The Chair should also follow up with previous nominations that were not awarded to gauge interest in resubmitting application materials as previous nominations are not automatically considered in subsequent years.

Solicitation of National Award Nominations

While there are National SAF Awards that members are eligible for, the primary purpose of this committee is to ensure there are nominations first for all the NESAF awards. However, due to different calendars for award decision making – the Chair may help facilitate nominator's applications for National SAF awards if requested by a nominator. No nominations or awardees are automatically converted to National Award Nominees. Typically nominations for national awards are due by mid-March.

Solicitation of Fellow Nominations

This process is primarily handled at the SAF District level (New England and New York as District 6), where review occurs of nominations. However, this committee may provide nominations and support for nominations as appropriate to ensure that NESAF members are being recognized accordingly for their contributions to SAF and forestry profession. Awards Chair will act as liaison to District Representative to facilitate the nominations and paperwork for consideration of Fellow nominations.

Timeline for NESAF Awards

December 1 (deadline for the next year's awards)

Nomination Packages are due to the Awards and Fellow Committee Chair. Nomination Packages may be submitted throughout the year, but they are only reviewed following this December 1 deadline. The Chair will determine completeness of application and has discretion to reject any application that does not have the required components in place by this deadline. The Chair may also allow nominators to address any deficiencies in the application. Following this submission the Chair organizes the nominations and prepares packets for review by the Committee.

December 31st

Deadline for deficient applications to be deemed complete by the Chair or they are rejected for this Awards year consideration

January 15th

To facilitate the committee voting, the Chair distributes to the committee members, award criteria, copies of respective nomination packages, letter describing selection process, and any other relevant materials.

January 31st

Committee assessment and voting on Awards is completed and returned to the Chair.

By February 15th

Chair compiles nominee rankings and determines the awardee based on prescribed selection process, in the event of a tie the NESAF Chair shall cast a tiebreaking vote (by being held in reserve and used only in that situation where a tiebreaking vote is needed). Chair notifies awardees and nominators and invites the awardees to attend the NESAF Annual Winter Meeting for the presentation and acceptance at the Awards Banquet. Chair then sends a congratulatory letter. Chair also sends a letter of condolence to the unsuccessful nominees.

By February 21st

Chair is responsible for developing the Awards brochure to be included in Annual Winter Meeting Materials. Brochure content should include brief biographical sketch, award description, and past recipients. Even if a specific award has no recipient in a given year, the description and past recipients are still included in the brochure. Chair works with host division to determine an estimate of required brochure copies based on anticipated banquet numbers. At this time the Chair also orders required plaques from vendors and initiates process for Integrity Award.

March 1st

Chair receives copies of brochure, has proofed and received both the award plaques and the Integrity Award.

Mid-March

The Chair works with the host division to ensure a smooth Awards Ceremony and then works with the News Quarterly Editor to ensure proper recognition in the next issue.

April and Year round

The Chair communicates with the Website Administrator to make sure that the current award recipients are posted on the appropriate pages and that the webpage is maintained with accurate and updated information on the Awards.

GRANTS COMMITTEE

Role and Responsibilities

The role of the Grants Committee is to administer NESAF grant program (**Appendix L.**) in a fair and equitable manner implementing the Grant Policy and providing opportunities for NESAF Divisions, Chapters and its members, to apply for funding for projects. In addition to the NESAF grant program, National SAF also has the Forester's Fund and the Science Fund which are administered at that level and are separate application and decision-making processes.

The Committee Chair will work with the Website Administrator to ensure that Grant eligibility information and criteria are posted on the NESAF Website and updated as appropriate.

The Committee manages the Grant program which was initially capitalized with \$25,000 in revenue from the 1995 National SAF Convention that New England SAF hosted. Since that time these funds have been accounted for separately to be used as a funding source for Grants that come before NESAF Grant Committee.

Committee Membership

The Bylaws do not define who shall serve on the committee. The committee shall be comprised of the entire Executive Committee. The Chair of the Committee need not be an elected member of the Executive Committee but instead may be an appointed NESAF member.

Annual Activities

Solicitation of Grant Applications

The NESAF Executive Committee members should make announcements at Division/Chapter meetings on grant money availability as well as promote the grant availability via the News Quarterly and the website. The Chair should also follow up with previous applicants that were not awarded to gauge interest in resubmitting application materials. Previous applicants are not automatically reviewed in following years.

Grant applications (**Appendix M.**) may be submitted and accepted throughout the year but will be acted upon only in the following January.

Timeline

December 31st

Deadline for Grant applications to be deemed complete by Grants Committee Chair.

January Meeting of Executive Committee

Award materials are sent in advance of meeting for review, and at the meeting Grant decisions are made by the Committee based on relevance to furthering NESAF mission, availability of funds, and other relevant factors.

By February 1st

The Grants Committee Chair will notify applicants of the results of the Grant Application voting. In the case of successful grant funding, the Grants Committee Chair, Applicant, and NESAF Treasurer will work to transfer the approved funds in a manner that works for all parties.

Policy Guidance

The NESAF Fund (Grants) Policy (as updated by referendum 2016)

Establishment

The NESAF Fund (Fund) shall contain Fund principal consisting of \$25,308 of the income from the 1995 National Convention, other additions, and gifts dedicated to the Fund. The NESAF Executive Committee has the discretion to add surplus operating funds, to the Fund principal, on a periodic basis, such as proceeds from the NESAF Silent Auction/Raffle, with the intention to grow the principal and increase available earnings for grant requests.

Purpose

The purpose of the NESAF Fund shall be to provide an ongoing source of income outside of the annual operating budget to advance the mission of the New England Society of American Foresters.

Management

- 1. The Executive Committee shall manage the Fund or may appoint a subcommittee to manage the Fund on its behalf. All records relating to the status of the Fund shall be maintained by the NESAF Treasurer, with regular reports to the Executive Committee. Income to the fund and disbursements from the fund shall be through the office of the NESAF Treasurer in accordance with the policy stated herein.*
- 2. Management shall include research into investment options, periodic review of the Fund performance, and reporting of Fund activities to the membership at the annual NESAF Business Meeting.*
- 3. The Executive Committee shall approve investment options for the Fund.*
- 4. Investment options employed shall be of low to moderate risk, using time horizons of up to five years. The Executive Committee shall seek investment advice from knowledgeable sources within SAF membership, the national office, or from other qualified persons.*

Disbursement

- 1. Earnings shall be accounted for in a NESAF Fund Earnings Account. Fund earnings may be expended by a two-thirds vote of the Executive Committee.*
- 2. Expenditures shall be for activities and projects that the Executive Committee deems beneficial to the membership and are in accordance with the Fund purpose. Examples of such projects are training, research, education, policy development, advertising, and projects submitted by the membership through the NESAF Grant Program.*
- 3. The NESAF Executive Committee has the discretion to diminish the \$25,308 NESAF Fund principal to a minimum floor of \$10,000 in order to approve and fund extra-ordinary grant requests that exceed the available balance in the NESAF Fund Earnings Account.*
- 4. Fund earnings not disbursed in the current year may be left in the NESAF Fund Earnings Account for use in subsequent years.*

NOMINATING AND TELLERS COMMITTEE

Role and Responsibilities

The role of the Nominating and Tellers (N&T) Committee is principally to execute effective and fair elections for NESAF offices and to prompt other members of the Executive Committee to research and find candidates (**Appendix N.**) to run for open offices. This committee may be headed by a non-elected Chair, however it is typically one of the elected state representatives. Given the ability to run electronic elections without the need for hand counting of votes there is minimal obligation on the committee other than soliciting the membership to find qualified candidates.

The Chair of the Nominating and Tellers Committee shall oversee the election process and coordinate with the Website Administrator on dispersing the ballots and collecting the results in a manner that is fair and effectively reaches the membership

Committee Membership

The Bylaws do not define who shall serve on the N&T Committee. However, should the NESAF Chair feel the need to constitute it with members, one simple breakdown would be to have a Nominating sub-committee made up of the following Executive Committee Members:

1. Nominating and Tellers Chair;
2. NESAF Past Chair; and
3. State Representative for the State hosting the next year's NESAF Winter Meeting.

If a Tellers sub-committee is needed to help ensure credible verification of returned ballots and election results, the following Executive Committee Members should be considered:

1. Nominating and Tellers Chair;
2. NESAF Chair Elect; and
3. State Representative for the State hosting the last year's NESAF Winter Meeting.

Annual Activities

Solicitation of Candidates for Office

The committee will encourage SAF members to become candidates for office through various methods to submit names or nominations for expected openings of NESAF Executive Committee members. This work is continuous throughout the year. The committee will contact people who show interest and explain the duties for the office they are considering and work with them to provide a candidate statement if it is determined that is needed. The goal is to have contested elections (more than one candidate) for each position available.

While there are often few candidates that run for office, those that do and are not elected should be consulted in following years to provide them another chance to run.

Elections

Every effort should be made to hold elections electronically in a fair and credible manner. It will be incumbent upon the Chair to review results and certify their accuracy and credibility based on their experience and the method used to tabulate votes. At the same time the process should not be overly cumbersome on the members or the committee to complete. The Chair should work with the Website Administrator to distribute ballots to all members (electronically or otherwise as needed).

Timeline

March (Annual Business Meeting)

Provide a Report summarizing how many people voted in the last election and listing which positions are available for the coming election. Invite names to be submitted at any time for the positions.

March - September

During this time it is important to finalize commitments from candidates and collect biographical sketches. The Chair should review membership information to ensure the candidates are in fact eligible to run for election in the position they have been nominated for.

September 30th

Deadline for all candidate information to be submitted and election information posted to NESAF website.

October 15th

Election ballots mailed or emailed to NESAF members and voting may begin.

November 15th

The Election closes and all ballots should be returned to the Chair.

By November 22nd

The Chair tabulates and certifies election results.

November 30th

The Chair shall provide election results to the Executive Committee and the winning and losing candidates. This information will be posted as appropriate by News Quarterly Editor and Website Administrator.

MEMBERSHIP COMMITTEE

Role and Responsibilities

The role of the Membership Committee is principally to review membership trends and information to retain, recruit, and understand the dynamics of NESAF membership. This helps ensure that leadership understands why members are staying or leaving and may be able to work with Divisions, Chapters, and National SAF to address concerns or highlight success stories.

Committee Membership

The Bylaws do not define who shall serve on the Membership Committee, however the logical composition is that the State Representatives and Past Chair serve in addition to the Committee Chair. The Chair of the Committee need not be an elected member of the Executive Committee but instead may be an appointed NESAF member.

Annual Activities

With access to membership information and data that is managed at the National SAF website, the committee has ready access to understand membership information and can review that at any time.

The largest turnover of members is when renewals occur which is dominated by December 31st renewals, although membership has transitioned from a calendar year membership to a 12-month membership so those numbers may be changing. The committee should review those trends regularly to see what if anything can be determined.

The Membership Committee Chair or designee should prepare for each Executive Committee meeting and the Annual Business Meeting a concise report (**Appendix O.**) that includes the following information:

- Members by Division;
- Members by Chapter;
- Total NESAF Members;
- NESAF Student Members;
- NESAF Transitional Members;
- NESAF "Regular" Members;
- NESAF Golden Members; and
- Any other information deemed interesting or useful by the Chair or the Committee

FOREST POLICY COMMITTEE

Role and Responsibilities

The role of the Forest Policy Committee (FPC) is to advise the NESAF Executive Committee on state society forest policy matters, in adherence to and guided by the Society Bylaws and forest policy process. Additionally, the committee is charged with informing and engaging the NESAF membership in policy matters.

It is the committee's primary responsibility to recommend the development, review, adoption, and use of NESAF policy position statements. These position statements shall be in accordance with and not be in conflict with existing SAF National positions. The committee will also serve as liaison and assist with Division and Chapter policy creation should it be asked to do so. They will interface with National SAF Staff and committees on policy issues. If necessary they may be tasked with drafting statements, policies, or positions for the NESAF EC to act on.

The Committee Chair or designee may be asked to represent NESAF on policy issues and act on behalf of NESAF in articulating NESAF's position on policy issues throughout New England.

Committee Membership

The Bylaws do not define who shall serve on the committee, however it is best practice to include a member of each Division/Chapter who is versed in policy issues at that level. The Chair of the Committee need not be an elected member of the Executive Committee but instead may be an appointed NESAF member with an interest in reviewing policy issues.

The Policy Committee Chair is principally responsible for recruiting members to fill out the rest of the committee.

Annual Activities

The Forest Policy Committee shall try and meet at least once per year, preferably at the NESAF Winter Meeting. Unlike other committees this committee's work may ebb and flow with issues of interest to the membership and so there is no standard set of activities that will occur each year.

It will be the role of the Committee Chair to be aware and report to the Executive Committee at each meeting if there are policy issues that are noteworthy and which the EC or membership should respond to.

Timeline

February

Request from Divisions and Chapters any current position statements. Review and suggest changes as applicable.

March

Review NESAF forest policy positions and make recommendations to the NESAF Executive Committee should any revisions be necessary.

May-July

Through a method of their choosing the committee will solicit input from the membership on issues of concern that may be addressed through policy application or position statement creation.

Position Statement Development Process

- 1) An issue is identified by the policy committee, the NESAF Chair, or the Executive Committee for position statement development;
- 2) The FPC Chair assigns research and development duties to a committee member or members. The issue is researched and studied. Members with unique expertise or knowledge of the issue are consulted. A draft position is developed;
- 3) The draft position statement is circulated to the policy committee for review and edits;
- 4) The edited draft position statement is presented to the Executive Committee for review and approval;
- 5) Any approved statement cannot be in direct conflict with published positions of the SAF (see SAF Website or contact SAF staff) and once drafted, position statements should be forwarded to National SAF staff for review to ensure there are no conflicts;
- 6) Approved position statements shall be located on the NESAF website; and
- 7) Approved position statements shall sunset after five (5) years from the date of approval unless renewed by the EC upon recommendation of the FPC Chair. (**Appendix P.**)

Section 5: SPECIAL COMMITTEES

The Chair may appoint these ad hoc committees, when authorized by the Executive Committee. Such committees may include but are not limited to:

Annual Meeting Program Committee

A committee created and dissolved annually. Charged with developing that year's Annual Meeting (**Appendix E.**). Typically spearheaded by the host division it may include members of the NESAF EC as well as local leaders designated by the host division.

Communications Committee

A committee that will include, at a minimum, the News Quarterly Editor and Website Administrator. In addition, any Division or Chapter communication representatives should also be invited to serve. The role of this committee would be to address or publicize actions, or information to the general public, membership, or other group on a time-sensitive basis.

Financial Audit Committee

This committee is only necessary in the event that NESAF abandons the use of an outside auditor to perform such a review and complete tax filing activities.

A committee created and dissolved annually, charged with the review of the NESAF annual revenues and expenses. Members of the existing NESAF EC are not allowed on this committee. Selection of members to the committee is completed by the EC and Treasurer, with the audit being completed prior to the annual meeting of the membership.

Section 6:

NESAF ADMINISTRATION and OPERATIONAL POLICIES

Annual Membership and Business Meeting (Business Meeting)

The annual business meeting (**Appendix U.**) of NESAF membership is typically held during the Annual Winter Meeting. At this meeting, notice and recognition is made of members and friends of NESAF who have passed in the last year, reports from the state representatives or Division Chairs are made, as well as a report by the Secretary or Chair, and SAF District 6 representative on notable activities of the past year. This meeting is where the membership is asked to review the previous year's finances and approve an organizational budget review the finances of NESAF. Any other notable topics may be included on the agenda or invited from the floor. The Chair of NESAF presides over the meeting. Additionally, other meetings of NESAF may be called but proper notice to all members must be made.

Travel Reimbursement Policy

Executive Committee Meetings

Members of the Executive Committee are eligible for reimbursement of mileage and lodging expenses incurred by their participation in regularly scheduled Executive Committee Meetings up to the amount approved in the current year's budget for such expenses. Mileage reimbursement will not exceed that year's IRS approved reimbursement rate. Receipts for the actual cost of the lodging will be provided along with an Expense Form (**Appendix Q.**) to the Treasurer for reimbursement. Monies disbursed will be done on a first-come, first-served basis. The treasurer will maintain a running total of the reimbursed amounts so the budgeted amount will not be exceeded in any given year.

SAF National Convention Expenses

The Chair and Chair Elect, as part of their elected duties, are expected to attend the SAF National Convention, specifically including the House of Society Delegates meetings, as representatives of the New England State Society. As such, their expenses for attending, including but not limited to, airfare, parking, hotel, registration, meals, and other regular travel expenses shall be eligible for reimbursement by the Treasurer. Receipts for actual expenses will be provided to the Treasurer along with an Expense Form (**Appendix Q.**) as a means to receive reimbursement.

Stipends for Certain Positions

Recognizing the extra burden of time and work needed to be spent outside of Executive Committee meetings and voluntary leadership roles, NESAF has traditionally provided stipends for the following positions:

Secretary -	\$600/annually
Treasurer -	\$600/annually
Forest Science Coordinator -	\$600/annually
News Quarterly Editor -	\$1200/annually
Website Administrator -	\$1200/annually

The Treasurer will determine when and how these stipends are paid – typically by July 1 of the calendar year of service. Should someone resign their position mid-term the stipend will be pro-rated as appropriate.

Other contractors or stipend positions may be developed to facilitate the mission and business of NESAF and to perform discrete goals as needed and determined by the Executive Committee.

Budget Development Process

The NESAF budget year follows the calendar year. This sets up a slight disconnect in that the current year's budget is not actually developed and approved until the annual business meeting (typically held in March of the current budget year). At the annual business meeting, the previous year's budget variance report (budgeted vs. actual revenues and expenditures) is presented and discussed. This is part of the Treasurer's Report for the previous year and requires approval at the annual business meeting.

Following discussion of the previous year's activities, the proposed budget (as developed by the Treasurer and Executive Committee) is presented to the membership with reference to previous year's budget and actual amounts. This form of budgeting is necessary because there is typically only one meeting of the full membership each year.

January's Executive Committee meeting should include an agenda item for working with a draft budget for the current year as well as review of the previous year's budget variance report.

Prior to the annual business meeting the reports and proposed budget will be made available to the membership. During the presentation of the proposed budget to the membership there should be the expectation of questions and changes proposed. The Treasurer and the Chair will be ready to answer questions from the floor of the annual business meeting concerning the financial report and budget. When discussion has concluded the membership must act to approve the current year's budget.

Financial Audit Policy

The financial records of the NESAF (which includes financial information of all subunit Divisions and Chapters) shall be reviewed at the conclusion of the fiscal year by an recognized outside auditor or in the absence of such a person, the Audit Committee. This committee is charged with certifying the accuracy of the Treasurer's reports and inspecting the methods and completeness of the financial recordkeeping. The Audit Committee shall report the results of the audit to the Chair and to the membership by providing an Audit Committee Report which will be included in the NESAF Annual Report presented at the annual business meeting.

Dues

As outlined in the Bylaws, the Executive Committee shall set the annual dues, which shall be guided by a review of membership trends, needs of the organization, and financial burden such dues would place on the individual members. Dues are collected by the National SAF and redistributed to NESAF and other units on a regular basis.

Affiliate Responsibilities

As an affiliate of the Society of American Foresters, and subject to laws and rules regarding our organization and its connection to SAF (National) all volunteers and elected members of the EC of NESAF and the Divisions and Chapters thereof are bound to understand the legal relationship of their unit and national and abide by guidance and rules as outlined by

national staff and contractors to ensure a smooth, safe, and risk-reduced operation of the local units business. (**Appendix R.**)

Record Archives

A record of the business of NESAF and the Executive Committee should be maintained for legal and corporate reasons. Budgets, minutes, election results, grants, and 'News Quarterly's each should be retained or archived for various and as yet to be determined periods of time. Records and materials of NESAF generated over the years are known to be stored at Yale University in New Haven, CT, Society for the Protection of New Hampshire's Forests in Concord, NH, and with NESAF's Historian/Archivist. Upon the appointment of a new Historian/Archivist, all records of NESAF will be transferred from the old Historian/Archivist to the newly appointed one or moved to another location following discussion by the Executive Committee. The Historian/Archivist is responsible for maintaining and updating as necessary the NESAF Records Schedule (**Appendix S.**)

District 6 Representation to SAF Board of Directors

A District representative (**Appendix T.**) is elected every 3 years to serve on the SAF Board of Directors, as District 6 represents both NYSAF and NESAF, the representative has traditionally alternated its membership between the two State Societies. NESAF EC and other leadership should be cognizant of the need to have nominees under consideration for the period of time when a new representative is needed. This important leadership position is a significant commitment but has proven rewarding for those who have served in the position in the past. The District 6 Representative is an invited ex-officio member of the Executive Committee.

In addition, each District nominates one Young Professional per year to serve on the Board of Directors. The SAF President selects from the District nominees to fill that position.

There is also a Student Executive Committee (SEC) made up of student representatives from each of the Districts. The SEC chair holds an ex-officio seat on the SAF Board of Directors.

Resources for NESAF, Divisions, and Chapters

Website

The NESAF website is maintained to store current leadership information, policy statements, job announcements, and policy documents. In addition there is the ability to host subunit webpages. This should be promoted and encouraged as this centralizes information for membership and allows NESAF Website Administrator ability to troubleshoot and guide postings and information shared in a standard way.

ZOOM Online Meeting Platform

Beginning in 2020 NESAF purchased a license for a ZOOM online conferencing account in order to facilitate online meetings and membership meetings. This account is available to all subunits to utilize as needed, as it was recognized this benefit would extend beyond just the NESAF EC's needs and uses. This availability should be promoted and the technology should be available for more than just meetings, but also professional development opportunities, meet-ups, alumni gatherings, and other events that promote camaraderie among NESAF's members.

Constant Contact Email Client and Meeting Registration Platform

Beginning in 2018 NESAF upgraded to an advanced level Constant Contact account to help easily facilitate registration for meetings. While mainly used for Winter Meeting Registrations, Election mailings, and News Quarterly distribution this service is available to Divisions and Chapters for their use in contacting members and managing meeting registrations should they want to utilize this tool. The Website Administrator is the “gatekeeper” for this service and inquiries about functionality and use should be directed there.

Dropbox Account

The NESAF EC also has a shared Dropbox account where files are saved and shared among members of the EC. The Secretary is the gatekeeper for this account.

Survey Monkey Account

The NESAF EC also has a Survey Monkey account used for performing elections. The Elections Committee Chair is the gatekeeper for this account.

Resources Provided by SAF

The members of the Executive Committee of NESAF and each Division and Chapter have access to the “Leadership Central” portion of the national SAF website which provides several useful references and other materials (SAF Logo, templates, etc.). These items are also updated regularly and should be referenced regularly to stay aware of the information available to NESAF, Divisions, and Chapters.

Section 7: APPENDICES

- Appendix A. NESAF Bylaws (2020)
- Appendix B. SAF Antitrust Policy
- Appendix C. SAF Diversity and Inclusion Policy
- Appendix D. SAF Anti-Harassment Policy
- Appendix E. Annual Winter Meeting Information
- Appendix F. National SAF Insurance Information (2020)
- Appendix G. Tax Information and Reporting Responsibilities
- Appendix H. News Quarterly Content
- Appendix I. Website Content
- Appendix J. NESAF Award Descriptions
- Appendix K. NESAF Award Application
- Appendix L. NESAF Grant Process
- Appendix M. NESAF Grant Application
- Appendix N. Executive Committee Nomination Form
- Appendix O. Template Membership Report
- Appendix P. Current and Historic NESAF Policy Statements
- Appendix Q. Travel Reimbursement Form
- Appendix R. Affiliate Agreement (SAF National and NESAF Agreement) (TBD)
- Appendix S. NESAF Historical Records Schedule (2020)
- Appendix T. SAF District 6 Information
- Appendix U. Business and Executive Committee Meeting Agenda Templates

APPENDIX A.



NESAF BYLAWS (2020)

BYLAWS
New England Society of American Foresters (NESAF)
(Adopted by Referendum Ballot - November, 2020)

Article I – Name and Objectives

Section 1

This organization is a unit of the Society of American Foresters (the Society¹ or SAF), recognized as a non-profit 501(c) (3) organization, and shall be known as New England Society of American Foresters (state society² or NESAF).

Section 2

The objectives of NESAF shall be the same as those of the Society.

- 1) To advance the science, education, technology, and practice of forestry; to enhance the competency of its members; to establish professional excellence; 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 II -- Activities Limited to Exempt Purposes

Section 1

No part of the net earnings of NESAF shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons. NESAF, however, 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 I, Section 2 of these Bylaws.

Section 2

No substantial part of the activities of NESAF shall be used to influence legislation. NESAF shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

¹ The term “the Society” refers to the national Society of American Foresters.

² The term state society used herein applies to a state society, a multi-state society, or an intra-state society. An intra-state society is one with boundaries including only part of one state.

Article III – Membership

Section 1

The membership of NESAF shall consist of members of the Society as provided for in the Society's Bylaws and who are residents of, or whose primary professional work occurs within the counties within the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.³

Section 2

The Executive Committee shall set the annual membership dues.

Article IV – Meetings

Section 1

NESAF shall hold an annual membership meeting on a date and at a place designated by the NESAF Executive Committee. The Executive Committee shall provide at least thirty (30) days' notice of the meeting to the members. The meeting shall not conflict with the Society's annual membership meeting.

Section 2

NESAF's annual business meeting shall be held separately or in conjunction with annual membership meeting. Those voting members present shall constitute a quorum for the transaction of business at the business meeting.

Section 3

All meetings shall be conducted according to parliamentary rules set by the Executive Committee consistent with the latest published edition of Robert's Rules of Order.

³ The Eastern Canadian Provinces of New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, and Quebec are not part of the charter of the state society known as "New England Society of American Foresters". However, members of the Society residing in these Provinces can request membership in the state society known as "New England Society of American Foresters".

Article V – Divisions and Chapters

Section 1

NESAF is comprised of the following four Divisions: Granite State, Green Mountain, Maine, and Yankee. The NESAF Executive Committee may authorize the creation of a new Division and may rescind authorization of a Division. Divisions shall comply with both SAF and NESAF Bylaws. A Division may adopt bylaws for its governance, subject to approval by the NESAF Executive Committee. A Division may separate from NESAF in accordance with current SAF governance procedures.

Section 2

The Division executive committees may authorize establishment of chapters within their Divisions where viable units can be formed and may rescind authorization. Chapters shall comply with SAF, NESAF, and Division bylaws. A Chapter may adopt bylaws for its governance, subject to approval by the Division and NESAF executive committees.

Section 3

The NESAF Executive Committee may authorize a new student chapter.

Article VI – Officers

Section 1

The officers of NESAF shall be a Chair, a Chair-elect, the Immediate Past Chair, a Secretary, a Treasurer, and an elected representative from each of the six states. The offices of Secretary and Treasurer may be combined and filled by one person acting as Secretary-Treasurer. Officers shall be voting members in good standing of the Society and NESAF for the duration of their terms.

Section 2

Terms of the Chair, Chair-elect, and Immediate Past Chair shall be for one year, terms of all other elected officers shall be for two years. Terms of office shall commence and expire on January 1 following election.

Section 3

The Chair shall serve as the chief executive officer and is responsible for providing leadership and direction through the NESAF Executive Committee. The Chair shall preside at meetings, serve as chair of the Executive Committee, appoint members of such committees as may be established by the Executive Committee, and perform all other duties incident to the office. The Chair shall succeed to this office from the office of Chair-elect. If the Chair is absent or unable to serve, the Chair's duties shall be performed by the Chair-elect. If the Chair resigns or is unable to serve, the Chair-elect shall succeed as Chair to serve the remainder of the term, as well as serving the next term as Chair. If both the Chair and Chair-elect resign or are unable to serve, the executive committee shall appoint a Chair Pro Tempore from present or past members of the executive committee who are Professional, Conditional Professional, Associate, or Technician Members to serve until a new Chair and Chair-elect are elected at the next general election and take office, or until the Chair or Chair-elect is able to resume those duties.

Section 4

The Chair-elect shall be a Professional, Conditional Professional, Associate, or Technician Member elected by the membership for three consecutive officer's terms as follows: Chair-elect, Chair, Immediate Past-Chair. After rotating off the NESAF Executive Committee as Immediate Past Chair and allowing for a two year hiatus, a previously elected Chair-Elect can again stand for nomination and election to the position of Chair-Elect.

Section 5

The Immediate Past-Chair shall serve one term, having succeeded to that office from the office of Chair.

Section 6

The Secretary and Treasurer shall be elected. The Secretary is responsible for keeping an accurate account of the proceedings of meetings of the Executive Committee and annual membership meeting and for authenticating NESAF's records. The Treasurer is responsible for monitoring and maintaining financial records and for receiving and disbursing funds.

Section 7

State representatives, as regional members of the Executive Committee, shall be one member from each of the States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont; one member shall be elected to represent the membership residing in the combined Eastern Canadian Provinces of New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, or Quebec.

Section 8

Upon petition stating reasoned cause signed by at least ten percent (10%) of the voting members or a two-thirds majority vote of the NESAF Executive Committee, any officer may be removed by a majority vote of those members voting in a recall election.

Article VII - Elections**Section 1**

The Chair-elect and, if necessary as provided for in Article VI Section 3, the Chair shall be elected by NESAF members.

Section 2

The outcome of all elections shall be determined by a plurality vote. In the case of a tie between the top two candidates, a runoff election between the two highest vote totals shall be held within thirty (30) days.

Article VIII – Committees

Section 1

The NESAF Executive Committee shall consist of the following voting members - Chair, the Chair-elect, the Immediate Past Chair, the Secretary, the Treasurer, the elected state representatives, the Forest Science Coordinator, the News Quarterly Editor, the Website Editor/Administrator, and the following Standing Committee Chairs; Awards and Fellow, Grants, Membership, Nominating and Tellers, and Forest Policy. The District VI Director for the Society that includes NESAF shall serve ex-officio as a non-voting member. The Executive Committee shall be responsible for the business of NESAF and shall have the control of all funds. Five members of the Executive Committee shall constitute a quorum for its meetings.

Section 2

Division executive committees shall consist of the following voting members - Chair, the Chair-elect, the Immediate Past Chair, the Secretary, the Treasurer, and other duly elected members.

Section 3

Chapter executive committees shall consist of the following voting members - Chair, the Chair-elect, the Immediate Past Chair, the Secretary, and the Treasurer.

Section 4

Any action of the Executive Committee shall be subject to a member referendum upon petition by at least ten percent (10%) of the voting members of respective state society/division/chapter.

Section 5

The Executive Committee may establish and terminate committees. The Executive Committee shall specify the function of the committees and set the terms of the chair and members. The Chair may establish and terminate ad hoc committees or task forces to conduct short-term, defined work; the Chair shall specify the function of such. The Chair shall appoint all committee and task force chairs.

Article IX – Amendments

Amendments to these bylaws may be proposed by the Executive Committee or upon written petition of at least 10 percent (10%) of voting members of NESAF. Proposed amendments shall be submitted to all voting members at least four weeks in advance of the date set for the amendment vote. Amendments shall require approval by two-thirds of the members voting and shall be effective immediately upon their approval unless otherwise provided.

Article X – Assets

Section 1

NESAF assets, including the assets of all its subunits (Divisions and Chapters), belong to NESAF members. In the event a Division separates from NESAF, the assets of NESAF, less each Division's restricted funds, will be audited and allocated to the new State Society unit in proportion to the percentage of the voting members transferred to the new unit. Restricted funds established at a Division and recognized by NESAF prior to the time of separation will be transferred in total to the new unit.

Section 2

In the event of the dissolution of a Chapter, subject to the approval of the NESAF Executive Committee, the Division executive committee shall audit the Chapter, pay or make provisions for paying its liabilities, and transfer its assets to the Division.

Section 3

In the event of the dissolution of NESAF, the Executive Committee shall, after paying or making provision for the payment of all the liabilities of NESAF, transfer its property, funds, and other assets to the Society of American Foresters.

Adopted by the state society members on **November 30, 2020**



By:

Jake Metzler, Chair

Witness: 

Kenneth Laustsen, Member, Executive Committee

APPENDIX B.



ANTITRUST POLICY

The following two statements regarding antitrust activities were adopted by the Council on April 30, 1980, in response to concerns expressed by some SAF members employed in the industrial sector. The *Statement of Policy of the Society of American Foresters Regarding Antitrust and Anticompetitive Activities* describes SAF's unqualified intention to observe antitrust laws; the *General Rules Regarding Compliance with Antitrust Laws* provide guidance on specific activities that should be avoided.

Both documents were prepared with the recognition that SAF's activities pose an extremely low risk for antitrust violations. SAF also recognizes that the forest industries bear responsibility to ensure that their employees are knowledgeable about antitrust constraints.

Statement of Policy Regarding Antitrust and Anticompetitive Activities

The Society of American Foresters (SAF) is a professional and scientific organization whose purpose is to advance the science, technology, education, and practice of professional forestry in America. Its objective is to use the knowledge and skills of the profession to benefit society. SAF has no intention to, and may not, play any role in the competitive decisions of its members or their employees or employers, or in any way restrict competition among them.

Through its meetings, technical conferences, workshops, short courses, and other activities, SAF brings together representatives of the forestry profession in private and public employ. The purpose of these activities is principally educational, and there is no intent to restrain competition in any manner. The purpose of this statement is to make clear SAF's unequivocal support for the policy of competition served by antitrust laws, and its uncompromising intent to comply strictly in all respect with those laws.

SAF recognizes that severe penalties could be imposed upon the Society, its individual members, and their employers if involved in any violation of antitrust laws. These laws include the Sherman Antitrust Act, the Clayton Act, the Federal Trade Commission Act, and the Robinson-Patman Act.

It shall be the responsibility of each SAF member to comply strictly with antitrust laws in all SAF activities. It shall be the social responsibility of elected and appointed officers, committee, and working group chairs, and program chairs at all levels of SAF to ensure that this policy is known and adhered to in activities pursued under their leadership

This *Statement of Policy and the General Rules* will be provided as guidance to SAF staff and all elected and appointed officers, committees, and working group chairs, and the program chairs at all levels of SAF. SAF will also seek legal advice when questions arise as to the manner in which antitrust laws may apply to its activities or any unit or subdivision thereof.

General Rules Regarding Compliance with Antitrust Laws

The following rules provide general guidance regarding compliance with antitrust laws. Specific questions regarding the application of these rules should be directed to the Executive Vice President of the Society of American Foresters.

1. No SAF activity or communication shall include any discussion that might be construed as an agreement or understanding written or oral, formal or informal, expressed or implied, among competitors with regard to prices or professional fees, terms or conditions of sale, distribution, timing, or volume of production, territories, or customers.
2. Neither SAF nor any of its subdivisions, committees, task forces, or working groups shall undertake any activity which involves exchange or collection of information among competitors regarding prices, pricing methods, or costs of production, sales, or distribution without first seeking the advice of legal counsel provided by SAF.
3. No SAF activity or communication shall include any discussion that might be construed as an attempt to prevent any person or business entity from gaining access to any market or customer for goods or services, or to prevent any business entity from obtaining a supply of goods or otherwise purchasing goods or services freely in the market.
4. No SAF activity or communication shall include discussion which might be construed as an agreement or understanding, written or oral, formal or informal, expressed or implied, to limit or restrict the size of the profession through accreditation of schools or the discipline of members.
5. No SAF activity or communication shall include discussion that might be construed as an agreement or understanding, written or oral, formal or informal, expressed or implied, to refrain from purchasing or selling any raw materials, equipment, services, or other supplies from any supplier, or to any customer.
6. No SAF activity or communication shall involve discussion of costs, or any exchange of cost information, for the purpose or with the probable effort of: (a) increasing, maintaining, or stabilizing prices; or (b) reducing competition in the market place with respect to the range or quality of products or services offered.
7. Authors of convention and conference papers shall be informed of the *Statement of Policy of the Society of American Foresters Regarding Antitrust and Anticompetitive Activities* and *General Rules Regarding Compliance with Antitrust Laws* and advised to comply therewith in the preparation and presentation of papers.
8. All members shall comply with these *General Rules* and the *Statement of Policy* during informal discussion while going to or from and at the site of any SAF meeting, but beyond the control of its chair, as well as in formal SAF activities.

NESAF Script for Review Prior to Meetings/Events

A copy of the SAF Antitrust Policy is available on the SAF and NESAF websites. This is a reminder that we will adhere to the Antitrust Policy during the course of this meeting. There is to be no discussion of prices or anything that could be interpreted as working together to affect prices or the market in any way. If anyone feels like there is a discussion that may violate this policy, please bring that concern up to the Chair or other member of the Executive Committee so that it may be addressed and redirected.

APPENDIX C.



DIVERSITY AND INCLUSION POLICY

The Society of American Foresters is committed to diversity and inclusion in our leadership, membership, programs, and activities. SAF seeks to connect with those who value forests and their benefits, creating an abundance of dedicated professionals and volunteers eager and willing to advance the sustainable management of our forest resources. SAF strives to promote an environment designed to embrace our differences in which all community members are welcomed and valued. Successfully engaging people with diverse backgrounds and perspectives strengthens our communities, provides essential resources, and creates thriving forests. Broad participation by diverse people within our membership, the forestry community, partner organizations, landowners, and other stakeholders is essential to fulfilling our mission.

APPENDIX D.



ANTI-HARASSMENT POLICY

Preamble

In adopting this statement, the Society of American Foresters (SAF) establishes the rules for acceptable behavior of its membership. In doing so, unacceptable behaviors outlined in this statement are subject to the SAF Code of Ethics. Specifically, Principle 6: **Professional and civic behavior must be based on honesty, fairness, good will, and respect for the law. We pledge to conduct ourselves in a civil and dignified manner; to respect the needs, contributions, and viewpoints of others; and to give due credit to others for their methods, ideas, or assistance.** Members or Guests who have a reasonable belief that they or any other member or guest have been the victim of harassment, bullying, or discrimination, or any other violation of the rules herein, are encouraged and expected to report the conduct to the SAF Ethics Committee.

Statement

The Society of American Foresters is committed to inclusion in our leadership, membership, programs, and activities. SAF strives to promote an environment designed to embrace our differences in which all community members are welcomed and valued. Successfully engaging people with diverse backgrounds and perspectives strengthens our communities, provides essential resources, and creates thriving forests. Broad participation by diverse people within our membership, the forestry community, partner organizations, landowners, and other stakeholders is essential to fulfilling our mission.

We all have a responsibility in creating the environment of our professional association. All forms of discrimination, harassment, and bullying are prohibited in any SAF activity. **This applies to all participants in all settings and locations where SAF work and associated activities are conducted, including committee meetings, workshops, conferences, and other work and social functions where employees, volunteers, sponsors, vendors, or guests are present.**

Discrimination is prejudicial treatment of individuals or groups of people based on their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Other types of harassment include any verbal or physical conduct directed at individuals or groups of people because of their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws, that creates an intimidating, hostile, or offensive environment.

Bullying is unwelcome, aggressive behavior involving the use of influence, threat, intimidation, ridicule or coercion to dominate others in the professional environment. Bullying behavior may go beyond characteristics protected by applicable laws, including but not limited to, political views, dress, or other outward physical appearances.

Appendix E. Winter Meetings Information

1991 – Green Mountain Division	(Net Revenue to NESAF - \$2,634)
1992 – Yankee Division	(Net Revenue to NESAF - \$4,324)
1993 – Maine Division	(Net Revenue to NESAF - \$6,683)
1994 – Granite State Division	(Net Revenue to NESAF - \$3,891)
1995 – Green Mountain Division	(Net Revenue to NESAF - \$3,476)
1995 – HOST OF NATIONAL CONVENTION	(Net Revenue to NESAF - \$25,000)
1996 – Yankee Division	(Net Revenue to NESAF - \$0)
1997 – Maine Division	(Net Revenue to NESAF - \$4,739)
1998 – Granite State Division	(Net Revenue to NESAF - \$3,544)
1999 – Green Mountain Division	(Net Revenue to NESAF - \$2,970)
2000 – Yankee Division	(Net Revenue to NESAF - \$3,212)
2001 – Maine Division	(Net Revenue to NESAF - \$1,735)
2002 – Granite State Division	(Net Revenue to NESAF - \$4,714)
2003 – Green Mountain Division	(Net Revenue to NESAF - \$3,161)
2004 – Yankee Division	(Net Revenue to NESAF - \$2,464)
2005 – Maine Division	(Net Revenue to NESAF - \$4,169)
2006 – Granite State Division	(Net Revenue to NESAF - \$7,787)
2007 – Green Mountain Division	(Net Revenue to NESAF - \$8,247)
2008 – Yankee Division	(Net Revenue to NESAF - \$3,133)
2009 – Maine Division	(Net Revenue to NESAF - \$6,079)
2010 – Granite State Division	(Net Revenue to NESAF - \$4,698)
2011 – Green Mountain Division	(Net Revenue to NESAF - \$8,722)
2012 – Yankee Division	(Net Revenue to NESAF - \$5,641)
2013 – Maine Division (Joint with NYSAF)	(Net Revenue to NESAF - \$5,589)
2014 – Granite State Division	(Net Revenue to NESAF - \$14,922)
2015 – Green Mountain Division	(Net Revenue to NESAF - \$8,128)
2016 – Yankee Division	(Net Revenue to NESAF - \$2,959)
2017 – Maine Division	(Net Revenue to NESAF - \$1,120)
2018 – Granite State Division	(Net Revenue to NESAF - \$11,629)
2019 – Green Mountain Division	(Net Revenue to NESAF - \$7,331)
2020 – <i>No Meeting due to Global Pandemic</i>	
2020 – HOST OF VIRTUAL NATIONAL CONVENTION	(Net Revenue to NESAF - \$10,000)
2021 – Yankee Division (Virtual)	
2022 – Maine Division	
2023 – Granite State Division	
2024 – Green Mountain Division	
2025 – Yankee Division	
2026 – Maine Division	
2027 – Granite State Division	
2028 – Green Mountain Division	
2029 – Yankee Division	
2030 – Maine Division	

APPENDIX F.



INSURANCE INFORMATION

Comprehensive General Liability Coverage

Society of American Foresters

State Societies, Divisions and Chapters

The **Comprehensive insurance package** includes the critical coverage of a special events rider.

This coverage is anticipated to cover the majority of activities hosted by local units. It does not cover all activities. A partial list of key exclusions is listed on page two.

ITS STRONGLY RECOMMENDED THAT YOU CONFIRM COVERAGE FOR YOUR SPECIAL EVENT BY CONTACTING PREFERRED INSURANCE SERVICES INC.

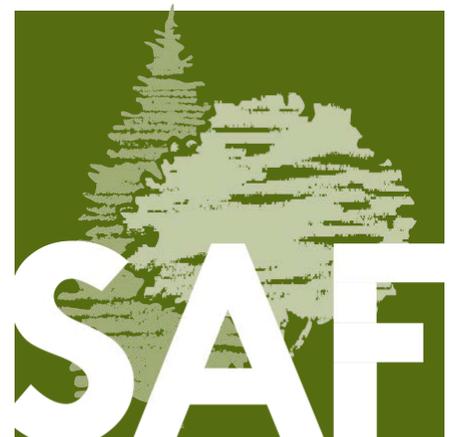
Comprehensive General Liability pays those sums on behalf of the Chapter for third party Bodily Injury & Property Damage claims arising out of the Chapter's legal obligations to others regarding the premises and operations incidental to the conduct of your chapter.

Comprehensive General Liability (CGL):

General Aggregate (except Products & Completed Operations) Limit	\$2,000,000
Products & Completed Operations Aggregated Limit	\$2,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit, any one firm	\$300,000
Medical Expense Limit, any one person	\$10,000
<u>Special events coverage included</u>	<u>\$1,000,000</u>

Excess Umbrella Liability (form follows underlying CGL):

Aggregated Limit of Liability	\$5,000,000
Each Occurrence Limit of Liability	\$5,000,000
Self-Insured Retention (deductible)	\$10,000



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10100 Laureate Way • Bethesda, MD 20814

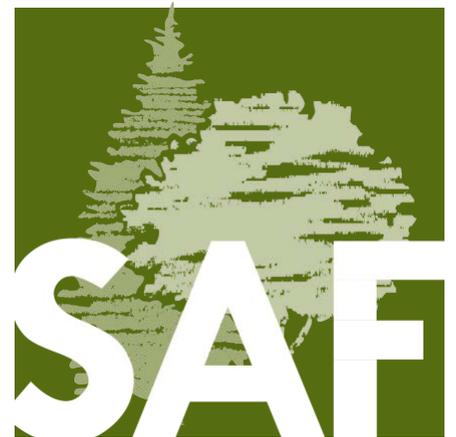
www.eforester.org • (866) 897-8720

SPECIAL EVENTS COVERAGE ENDORSEMENT:

The list below includes some, but not all, exceptions. Please contact Preferred Insurance to discuss aspects of your event to see if they are included.

This insurance applies to “bodily Injury”, “property damage”, and “personal and advertising injury” arising out of all of your special events with the following exceptions:

- Parades sponsored by the Insured
- Aircraft
- Motorcycle runs and automobile rallies
- Fireworks – exhibitors operated by the Insured.
- Firearms
- Animals – other than house pets
- Carnivals and fairs with mechanical rides sponsored by the Insured
- Rock, Hip-Hop or Rap concerts – with admission over 500 people
- Events including contact sports
- Rodeos sponsored by the Insured
- Political Rallies
- Any event lasting more than 5 days (including otherwise acceptable events)
- Any event with greater than 500 people at any one time (including otherwise acceptable events)
- Any event with liquor provided by the Insured if a license is required for such activity.
- Any activities by third party telemarketing, direct mail, or internet advertising firms.



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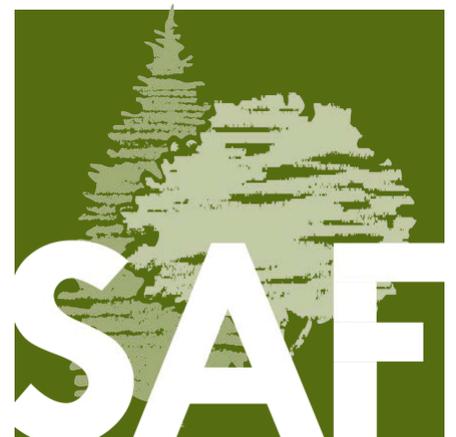
www.eforester.org • (866) 897-8720

NOTES:

- To keep the cost for Chapter Liability low, this policy is intended to cover the usual meetings, ceremonies, dinners & banquets and special events sponsored by a chapter. Sometimes there is a fine line between an event included for coverage, event for which the carrier must charge an additional premium for coverage, and an event for which coverage cannot be provided. If you are in doubt about your event...just send me an email or give me a call.
- *Disclaimer: This is a highlight sheet only and is not meant to interpret the policy. If there are any conflicts with this highlight sheet and policy language, policy language prevails.*

If you are not certain about coverage, or need a certificate of insurance please contact Preferred Insurance.

Dan O'Leary, Partner
Preferred Insurance Services Inc
26-G Fairfax St., SE
Leesburg, VA 20175
703-667-5953 Direct
703-309-9938 Cell
703-359-5915 Fax
dan@preferins.com
www.preferins.com
LinkedIn Profile
<http://www.linkedin.com/pub/dan-o-leary/7/38a/b76>
www.preferins.com



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20814 www.eforester.org • (866) 897-8720

APPENDIX G.

Tax Information and Fiscal Year Reporting Responsibilities

New England SAF is responsible for collating and reporting to SAF National the status of assets and income/expenses for each Division and Chapter in addition to its own reporting requirements in order to ensure compliance with IRS tax code requirements to ensure our non-profit status is maintained. NESAF holds the TAX ID for all subunits and therefore all financial information must be reported up to the NESAF Treasurer for preparation of annual tax reporting and accounting review.

In order to meet these obligations, the Executive Committee (acting through the Treasurer) is required to fill out IRS tax form 990 (Non-profit tax return) and additionally submit the same information to SAF National Office annually. To facilitate this information review and submission, it is the goal of the Treasurer to follow the schedule outlined below.

Reporting Timeline:

In order to facilitate timely completion of the IRS 990 form due for NESAF and reporting to SAF National Divisions and Chapters are requested to submit their 990 information to the NESAF Treasurer no later than February 1 for the previous year.

Fiscal Year Status: January 1 – December 31

1. Maine Division: October 1 - September 30
2. Granite State Division:
3. Green Mountain Division:
4. Yankee Division: January 1 – December 31
5. Massachusetts Chapter:
6. Connecticut Chapter:
7. Rhode Island Chapter:

Tax ID: On file with the Treasurer and Historian/Archivist

APPENDIX H.

News Quarterly Content Development and Editorial Guidelines

The News Quarterly Editor has the following discretion in producing each issue and may:

1. Edit for grammar, spelling, format and length;
2. Take care to preserve context, thread, and message;
3. Minimize opinion outside of the letters or op ed context;
4. Ensure news appearing in national publications is not duplicated in the NQ, unless of particular regional interest (i.e. NESAF member awards, obituaries);
5. Determine if and when it is appropriate to publish obituaries of non-members when the deceased is of particular interest to the NESAF community; and
6. Acknowledge authors and photographers contributions except for those originating with the editor.

News Quarterly Content and Guidelines

1) Publishing Schedule

- a) The News Quarterly is normally published in January, April, July and October. Scheduling may vary based on the timing needs of either NESAF or the Editor. Changes to the 'normal' schedule will be printed in the News Quarterly as far in advance of the change as possible;
- b) Contributors' copy deadline is set by the Editor and is typically the 22nd day of the preceding month;
- c) Copy typically goes to press on the first business day of the month of publication; and
- d) The bulk mailing is typically posted on the 15th day of the month of publication.

2) Roles

- a) Division/Chapter correspondents are designated by their respective Division/ Chapters;
- b) The NESAF Chair and the presiding District VI Board Member contribute columns to each issue at the request of the Editor;
- c) The Theme editor function is filled by the Forest Science Coordinator; and
- d) It is the responsibility of the News Quarterly Editor to remind the various contributors of the approaching deadline by email.

3) Themes

The focus of each issue is chosen by the Editor in consultation with the Forest Science Coordinator (when appropriate) regarding the thematic focus - considering the advice of the Executive Committee.

- a) The Forest Science Coordinator is responsible for soliciting and editing all copy and graphics for each issue's theme;
- b) The NQ editor should not edit these contributions except for format; and
- c) Unless agreed upon in advance, the theme will occupy no more than four pages.

4) Annual Winter Meeting

- a) The annual meeting is typically allotted four supplemental pages in the January issue for displaying the program and registration materials;
- b) In recognition of the importance of this meeting among NESAF activities, extra space is also made available if requested by the sponsoring committee.

5) Advertising

- a) Normal advertising space is limited;
- b) Other advertising is accepted on a request basis at published rates;
- c) As a matter of policy, space for NESAF news is a higher priority than advertising revenue;
- d) The News Quarterly Editor has the discretion to solicit new advertising revenue as space, time, and appropriateness allow;
- e) The News Quarterly Editor and Treasurer shall work together to propose the advertising rates for each year to be presented at the December Executive Committee Meeting and the Executive Committee shall approve such rates; and
- f) The Treasurer will submit invoices to the NQ advertisers following notification from the NQ Editor to do so.

6) Letters to the Editor/Opinion Articles

- a) The NQ Editor reserves the right to edit the content of or refuse to print letters to the Editor;
- b) Such cause for editing shall be because they contain inflammatory text, are personally damaging to individuals or institutions, or contain inappropriate language for a professional publication.

APPENDIX I.

Website Administration Guidelines

The Website Administrator's regular duties regarding the **website** include:

- 1) Keeping the website (NESAF.org) up to date with current contact information for Executive Committee members;
- 2) Working with technical providers to ensure website operates effectively for members and the public;
- 3) Work with the Treasurer to ensure prompt invoicing for services related to hosting Division or Chapter pages;
- 4) Work with the Treasurer to ensure prompt payment of expenses incurred in maintaining the website and e-mail service (Constant Contact as of 2021);
- 5) Solicit information from Divisions and Chapters to be posted on website including hosting individual Division and Chapter information;
- 6) Interact with contacts from each of the Divisions to ensure the content is up to date and informative for members;
- 7) Provide access and support to Division and Chapter's to maintain their own web content;
- 8) Coordinate with Nominating and Tellers Committee Chair to distribute annual elections information;
- 9) Take direction from the NESAF EC on website content;
- 10) Provide access to NESAF executive and working group members to provide website blog content;
- 11) Coordinate with the Web Developer:
 - a. to maintain web hosting services (Site Ground)
 - a) Paid through 3/2022 and then billed by the Web Developer annually
 - b. To maintain website domain name (Site Ground)
 - a) Registered and Paid through 6/2021 and then billed by Web Developer annually
- 12) Maintain the website background platform (Wordpress) to ensure smooth website operations by:
 - a. Updating the Wordpress core, including promptly updating security fixes;
 - b. Reviewing the Wordpress Site Health Report (annually); and
 - c. Updating the Wordpress Plug-Ins (apps).
- 13) Use appropriate discretion to post job opportunities that are submitted to NESAF for relevant jobs;
 - a. Job postings shall be kept online for a 45-day period unless the prospective employer requests the posting be taken down sooner;
 - b. Job postings to be shared for longer than 45-day period need to be resubmitted;
 - c. Job postings shall be relevant to the membership and the Website Administrator shall not be obligated to broker jobs or seek candidates for jobs; and
 - d. Job postings will be posted on the website only, not emailed to members

The Website Administrator's regular duties related to managing **e-mail distribution** to members include:

- 1) Ensuring that information that National SAF provides regarding members of NESAF are not shared with people or organizations outside of NESAF;
- 2) Keeping the e-mail distribution lists up to date by downloading membership lists at least quarterly from National SAF;
- 3) Utilizing website tools and e-mail distribution service as appropriate to communicate with members electronically for distributing information to the entire membership or discrete units, while keeping individual contact information confidential; and
- 4) Use appropriate discretion to distribute information to membership when solicited by outside requests or refer such requests to the Chair or EC for guidance; and
- 5) Provide support and access to Constant Contact (or current e-mail service provider) for the Division that is hosting the Annual Meeting for Annual Meeting registration and e-mail distribution.

APPENDIX J.

NESAF State Society Awards

Any member of the Society of American Foresters, who is presently or formerly a member of the New England SAF, shall be deemed eligible to be nominated and receive any of the following awards. This eligibility requirement does not apply to the Integrity in Conservation Award.

Any single award may be presented but once in 20 years to the same individual. However, the same person may be honored with different awards.

DISTINGUISHED SERVICE

The New England SAF may make an award for "Distinguished Service to the Forestry Profession" each year, as part of the official program at the state society's Annual Winter Meeting.

Purposes of the Award are:

- 1) To give official recognition to professional achievement in forestry;
- 2) To make known to the general public outstanding contributions of individual foresters to their profession; and
- 3) To enhance the public image of the forestry profession.

Criteria for selection include:

- 1) Professional achievement in the field of Forestry or closely allied fields. Only subject matter considered by the Working Groups of the parent Society will be considered as "Closely allied field";
- 2) Participation in the Society of American Foresters; and
- 3) Service to local or regional community.

The Award shall not be construed as a reward for long and faithful service, but shall be given to recognize professional achievement, irrespective of age and tenure of the recipient.

JAMES W. TOUMEY AWARD FOR OUTSTANDING ACHIEVEMENT IN SERVICE TO THE NEW ENGLAND SOCIETY OF AMERICAN FORESTERS

This award honors a member who has rendered outstanding service, either recently, or over a period of years, to NESAF, its Divisions, or Chapters.

AUSTIN CARY PRACTICING PROFESSIONAL AWARD

This award recognizes a member who has shown outstanding achievement recently, or over a period of years as a practicing forest manager or as a consultant forester.

ERNEST M. GOULD, JR. TECHNOLOGY TRANSFER AWARD

This award recognizes a member who had made outstanding contributions to natural resource science and management through education, extension, or youth service.

MOLLIE BEATTIE YOUNG FORESTER LEADERSHIP AWARD

This award is presented to a member who is less than 40 years old at the time of nomination and has shown leadership in a program or project benefiting the practice of forestry.

DAVID M. SMITH AWARD

This award is presented to a member who is engaged in research, teaching, or the field application of silviculture whose work reflects David's advice that "we should observe and analyze the patterns of stand development first and devise silvicultural treatments to fit or modify them afterwards."

THE INTEGRITY in CONSERVATION AWARD

Established and first awarded in 1998, the purpose of the award is to recognize the genuine worth of one of the finest human qualities, and will be presented for adherence to principles and demonstration of high standards in the face of adversity while meeting the meaning of integrity – having the quality or state of being complete; wholeness; entireness; unbroken state; or soundness.

Criteria for selection include:

- 1) An individual or organization working with natural resources;
- 2) Work may be in progress; and
- 3) The effort needs not have "won" or "lost" – only that it was conducted in an outstanding manner in an adverse operating environment.

Purposes of the Award are:

To highlight an Awardee who exhibits Integrity through:

- 1) Dependability under stress;
- 2) Honesty and accuracy in presentation of information;
- 3) Ability to deal positively with controversial issues;
- 4) Demonstration of professional conduct;
- 5) Employment of positive (vs. negative) approaches that provide for constructive learning opportunities;
- 6) Tolerance and respect for opposing viewpoints; or
- 7) Perseverance, showing continued focus and effort over time.

APPENDIX K.
NEW ENGLAND SOCIETY OF AMERICAN FORESTERS
AWARDS NOMINATION FORM

Please check the box next to the award for which you are submitting a nomination

- INTEGRITY IN CONSERVATION AWARD:** Presented to an individual or organization working with natural resources for adherence to principles and demonstration of high standards in the face of adversity. The work may be in process and the effort need not have “won” or “lost” – only that it was conducted in an outstanding manner in an adverse operating environment. Nominations need not be limited to members of NESAF.
- DISTINGUISHED SERVICE:** The purpose is to give official recognition to professional achievement in forestry; to make known to the general public outstanding contributions of individual foresters to their profession and to enhance the public image of the forestry profession. The criteria include: professional achievement in the field of Forestry or closely allied fields (i.e. working group of the parent society); participation in SAF; and service to the local or regional community.
- JAMES W. TOUMEY AWARD:** Presented for Outstanding Achievement in Service to the New England Society of American Foresters.
- AUSTIN CARY PRACTICING PROFESSIONAL AWARD:** Presented to a member who has shown outstanding achievement recently or over a period of years as a practicing forest manager or consultant forester.
- ERNEST M. GOULD, JR. TECHNOLOGY TRANSFER AWARD:** Presented to a member who has made outstanding contribution to natural resource science and management through education, extension, or youth service.
- MOLLIE BEATTIE YOUNG FORESTER LEADERSHIP AWARD:** Presented to a member who is less than 40 years old at the time of nomination and has shown leadership in a program or project benefiting the practice of forestry.
- DAVID M. SMITH AWARD:** Presented annually to a member engaged in research, teaching, or the field application of silviculture whose work reflects Dave’s advice that “we should observe and analyze the patterns of stand development first and devise silvicultural treatments to fit or modify them afterwards.”

Nominator - YOUR NAME, ADDRESS, PHONE NUMBERS, EMAIL:

Nominee - NAME, ADDRESS, PHONE NUMBERS, EMAIL OF PERSON YOU ARE NOMINATING:

A complete Nomination Package must include these 4 Elements

- 1. NESAF AWARDS NOMINATION FORM**
- 2. NOMINATION LETTER** – The Nominator’s description of how the nominee meets the stated award criteria. Please limit your comments to a maximum of two pages.
- 3. BIOGRAPHICAL SKETCH** – A maximum one-page biographical sketch of the nominee’s education and professional experience.
- 4. TWO LETTERS OF ENDORSEMENT** – Please supply 2 letters of endorsement, which provide additional descriptions of how the nominee meets the stated award criteria.

Mail/email entire package to:

Kenneth Laustsen, NESAF Awards Committee Chair
17 Perennial Way
Oakland, ME 04963
KALaustsen@twc.com

Award packages must be received by December 1st

Deficient and incomplete nomination packages will be returned to the nominator, with allowance of a resubmission prior to the above deadline

APPENDIX L.

NESAF Grant Process

The NESAF Grants Program will fund approved projects developed for the following purposes:

- To educate NESAF's many publics about professional forestry, and,
- To advance the role of the profession in society by promoting the role of foresters in forest resource management

Process

Grant applications submitted to the Executive Committee of NESAF will be evaluated based on how well the proposal meets the following criteria:

- Grants will be awarded for public information or educational projects aimed at enhancing the public understanding of professional forestry and the forestry profession.
- The project should have a focus on reaching out to the public and not be designed exclusively for the benefit of foresters and/or SAF members (e.g. not for technical sessions, student enclaves, or society meetings.)
- Projects should have a strong plan to attract media attention.
- The project must be primarily sponsored and organized by NESAF members and NESAF members should be involved.
- Projects should have a regional influence or a plan to disseminate the lessons learned to NESAF members or other NESAF units.
- Projects should leverage NESAF funds through in-kind and/or out-of-pocket contributions. For leverage, items normally considered overhead and normal operating expenses will be allowed.
- Special consideration will be given to projects which are new for the NESAF unit making the application, as opposed to a repetition of previous projects for which the unit has already received NESAF grant funds.
- Requests will also be evaluated on the quality of the project with special attention paid to the goals and objectives of the project and the proposed time line.
- Projects that are already completed are not eligible.

Eligibility

All divisions, chapters, working groups, student chapters, and NESAF sub-committees are eligible to apply. Creative and ambitious projects are encouraged. The NESAF Executive Committee (NESAF EC) reserves the right to reject any and all grant requests.

Application Process

Division, chapter, and student chapter proposals must be submitted by the Division Executive Committee to their State representative to the NESAF EC who will forward it to the Grants coordinator of the NESAF Executive Committee. The coordinator will provide an initial screening of the proposal for completeness and resolution of proposal questions. Copies of the completed and screened proposal will be forwarded to all voting members of the NESAF EC for consideration. Working groups and NESAF sub-committees must apply through the NESAF EC Chair.

Grant requests must be received in the form of a proposal outlining:

- how the project meets the grant program purpose,
- a full description of the project,
- the goals and objectives of the project including the expected results,
- the audience of the project,
- the methods to be used and the project time line,
- the media involvement plan,
- how the project will involve NESAF members,
- the regional impact of the project,
- the project budget of incomes and expenses including cash and in-kind contributions expected.

To help organize these items the **NESAF Grant Request Form** or its template, must be used. The form is available on the NESAF web-site or from the various State Representatives.

Grant Request Timeline

NESAF Grant applications will only be considered once per year and are due to the NESAF Grants coordinator by December 15th (prior to the December meeting of the NESAF EC) annually for completeness review. Once passed through the review process the completed applications will be forwarded to the NESAF EC for consideration at the first regularly scheduled meeting of the Committee following the New Year. The NESAF EC Chair will provide written notification of grant approvals within 2 weeks of the approval meeting. Grant receivers may request the full award within 4 weeks of grant approval by making a written request for disbursement to the NESAF Treasurer.

Approved grants will be available for up to two full years to the limit of the approved amount. Grants will terminate after this time unless the Executive Committee approves an extension of up to one additional year based on a written request justifying the need.

Partial project completion will result in a repayment request for the unused portion of the original grant amount based on the project budget.

Reports

Annual written progress reports are required on the anniversary of the grant award. Failure to submit the report and to follow the submitted timeline may result in termination of the grant and may be offered

A final written report detailing the costs and accomplishments and including an evaluation of the results of the project must be submitted to the NESAF Grants coordinator upon completion. Reports may be brief and supporting exhibits are encouraged. The NESAF EC determines the acceptability of the project results and of the report and if repayment of funds is necessary.

Failure to submit required reports will influence the receipt of future awards.

Amount Available

The amount of grant funds available is determined by the voting members of NESAF and is set in the approved budget at the NESAF annual business meeting. Partial funding of proposals may be offered.

APPENDIX M.

NESAF GRANT REQUEST PROPOSAL Outline

1. Requesting Organization:

2. Project Coordinator:

Name, Address, Phone, FAX, Email, etc.

3. Project Title:

4. Expected Date of Completion:

5. Project Description:

One to two paragraphs outlining who, what, why.

6. Methods and Timeline:

Specific tasks and due dates or milestones

(how and when)

7. Goals, Objectives and Intended Results:

8. Statement of How the Project Meets the NESAF Grant Purpose:

Purpose 1: Better educate NESAF's many publics about professional forestry.

Purpose 2: Advance the role of the profession in society by promoting the role of foresters in forest resource management.

9. Target Audience of the Project:

10. Media Plan for the Project:

11. How will the Project Involve NESAF Members?:

12: How will lessons learned be disseminated to other NESAF units?:

13: Budget:

Direct support requested

Direct support from other units

Indirect support value

14: On behalf of the requesting organization listed above, I agree to the following:

- ❖ **To submit the required annual and final reports and follow the timeline in this application, or else reimburse the grant funds to NESAF.**
- ❖ **Upon completion of the project, to reimburse NESAF for any unused funds.**
- ❖ **For partially completed projects, to reimburse the unused portion of funds based on the original budget.**

Signature Project Coordinator _____

15: Certification: (by the Division Chair)

I hereby certify that this proposal has been reviewed and approved by the Executive Committee of the Requesting Organization.

Signature Division Chair: _____

Submitted to the NESAF Chair by _____ on Date _____.

State Rep to NESAF

APPENDIX N.

NESAF EXECUTIVE COMMITTEE BIOGRAPHICAL INFORMATION FOR PROSPECTIVE CANDIDATES TO ACCOMPANY BALLOTS

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

NESAF Position of Interest: _____

Present Employment & Title: _____

The **suggested** format for candidate information will be broken into 5 categories:

1. Campaign Statement (200 word limit)
2. Current Professional Position
3. SAF Activities
4. Professional accomplishments
5. Community activities

The format will allow a picture of the candidate and it is not required for each category to have information.

Submit to : NESAF Elections Coordinator

Email: See Current Information on Website

Nominations for fall elections are due by September 15.

APPENDIX O.



MEMBERSHIP REPORT TEMPLATE

NESAF Membership Report

as of: 12/27/2020

CURRENT						CURRENT				
	S	G	F	T	Total		S	G	F	T
Division/Chapter						Division/Chapter				
Granite State	9	10	131	18	168	Granite State	5%	6%	78%	11%
Green Mountain	10	9	88	7	114	Green Mountain	9%	8%	77%	6%
 Maine	38	25	172	22	257	 Maine	15%	10%	67%	9%
 Yankee	38	14	149	25	226	 Yankee	17%	6%	66%	11%
<i>Massachusetts</i>	<i>12</i>	<i>7</i>	<i>69</i>	<i>7</i>	95	<i>Massachusetts</i>	<i>13%</i>	<i>7%</i>	<i>73%</i>	<i>7%</i>
<i>Connecticut</i>	<i>26</i>	<i>7</i>	<i>67</i>	<i>14</i>	114	<i>Connecticut</i>	<i>23%</i>	<i>6%</i>	<i>59%</i>	<i>12%</i>
<i>Rhode Island</i>	<i>0</i>	<i>0</i>	<i>13</i>	<i>4</i>	17	<i>Rhode Island</i>	<i>0%</i>	<i>0%</i>	<i>76%</i>	<i>24%</i>
Total	95	58	540	72	765	Total	12%	8%	71%	9%
FORMER						FORMER				
	S	G	F	T	Total		S	G	F	T
Division/Chapter						Division/Chapter				
Granite State	7	0	17	8	32	Granite State	22%	0%	53%	25%
Green Mountain	32	0	20	10	62	Green Mountain	52%	0%	32%	16%
 Maine	54	0	39	20	113	 Maine	48%	0%	35%	18%
 Yankee	93	0	31	23	147	 Yankee	63%	0%	21%	16%
<i>Massachusetts</i>	<i>39</i>	<i>0</i>	<i>18</i>	<i>15</i>	72	<i>Massachusetts</i>	<i>54%</i>	<i>0%</i>	<i>25%</i>	<i>21%</i>
<i>Connecticut</i>	<i>52</i>	<i>0</i>	<i>12</i>	<i>8</i>	72	<i>Connecticut</i>	<i>72%</i>	<i>0%</i>	<i>17%</i>	<i>11%</i>
<i>Rhode Island</i>	<i>2</i>	<i>0</i>	<i>1</i>	<i>0</i>	3	<i>Rhode Island</i>	<i>67%</i>	<i>0%</i>	<i>33%</i>	<i>0%</i>
Total	186	0	107	61	354	Total	53%	0%	30%	17%

Former Members include expiration 2020-2016

Member Categories:

S = Student

G = Golden

F = Full (including Silver, Gold, Platinum)

T = Transitional

APPENDIX P.

NESAF Policy Statements Since 2000

- 1. Wilderness Designation in New England (2001) - Expired 2006**
- 2. Total Minimum Daily Loads (TMDL) (2001) - Expired 2006**
- 3. Land Use Policy (2004) - Expired 2009**
- 4. Local Regulation of Forest Practices (2006) - Expired 2010**
- 5. Climate Change in New England (2007) - Expired 2012**

APPENDIX Q.



TRAVEL REIMBURSEMENT FORM

NESAF Travel Reimbursement Form (v2019)

This form is for use by the NESAF Executive Committee Members on an "as desired" basis to submit expenses for reimbursement each calendar year for expenses incurred related to travel to Executive Committee Meetings.

NESAF Treasurer shall make final determination on appropriateness of request and amount to be reimbursed relative to remaining budget

NAME:

Date Submitted:

Date	Start Location	End Location	Event	Total Miles	Milage Expense	Other Expenses	Total Expenses
					\$ -		\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Requested for Reimbursement:							\$ -

Mailing Address for Reimbursement:

Tommy Forester
 43 Elm St.
 Anytown, NH 01234

irs rate: 0.58 per mi

APPENDIX R.

SAF AFFILIATE AGREEMENT

TO BE CREATED – PLACEHOLDER FOR FINAL DOCUMENT

APPENDIX S.

NESAF HISTORICAL RECORDS SCHEDULE

1. Yale University Library – Manuscripts and Archives: Guide to the New England Society of American Foresters Records, MS 1656, compiled by Diane Kaplan and Stephanie Atiyeh, August 1994, revised October 2002, New Haven, CT.
 - a. This is a 10-page document overview with a description of the collection contents. Records start in 1920 and continue thru to 1998.
2. Kenneth M. Laustsen Holdings at 17 Perennial Way, Oakland, ME
 - a. NESAF News Quarterlies (1958- 2000) – provided by Brad Wyman, former NQ editor, several issues are missing. All of these have been scanned and reside on the NESAF website.
 - b. CD Disk from Raymond Toolan, former NESAF Secretary – containing an archive of the NESAF News Quarterly from January 2001 to October 2007 in full color PDF files, and some additional photo files.
 - c. Granite State Division Banner – Celebrating the 100 years of Professional Forestry (1900 – 2000) in New Hampshire
 - d. Granite State Division – multiple files relating to when this Division hosted the NESAF Annual Meeting, contains information on 1990, 1994, 2002. Also a file on the GSD 2000 Annual Meeting to celebrate 100 years of professional forestry.
 - e. Multiple Files relative to NESAF
 - i. NESAF Position Statement
 - ii. NESAF Planning
 - iii. NESAF Miscellaneous = including a copy of the 1965 History and the 1970 Golden Anniversary Proceedings
 - iv. NESAF Minutes
 - v. NESAF Investment Committee
 - vi. NESAF Grants
 - vii. NESAF Governance
 - viii. NESAF Awards
 - ix. SAF Centennial (2000)
 - f. SAF Centennial and Gifford Pinchot Monument (Robert Ricard)
 - i. Time Capsule – to be opened in 2100
 - ii. A large framed color photograph of the Gifford Pinchot Birthplace Monument, placed in Simsbury, CT. Left to right: Unknown, Fred Borman, Robert Ricard, and Charles Thompson.
 - iii. Official Statement (Framed) from the Governor of CT recognizing August 11, 2000 as “Gifford Pinchot Day.”
 - iv. Gifford Pinchot Monument and Dedication Notebook – extensive detail from the Steering Committee on the planning and budget for the ceremony.
 - v. Gifford Pinchot Monument and Dedication Ceremony Scrapbook – some documents, lots of pictures, and slides from the dedication ceremony.

- g. Copies of NESAF News Quarterlies from 1970 – 2019 (Russell Reay, former Editor), and a 1970 pre-publication DRAFT of the 1965 Forest History, which contains historical detail on the formation of the Granite State, Green Mountain, and Yankee Chapters.

APPENDIX T.

DISTRICT 6 REPRESENTATIVE DESCRIPTION

Responsibilities and Time Commitment

- Normal Director responsibilities probably occupy about 1-2 hours per week, but an additional 2-4 hours per month to prepare for board meetings (includes quarterly updates to BOD on your district activities, and quarterly reports to district units about SAF BOD activities);
- All BOD members are also assigned to a committee, and that will entail additional work depending on the committee;
- Meetings. There are normally 3 in-person meetings (April/May, August, December) that require you to travel to DC for a weekend. Board meetings usually run over the course of 2-2.5 days (Thurs-Sun). All meetings include a Board Book distributed ahead of time, that requires 1-2 hours to read prior to the meeting. There are also another 2-3 shorter (~2 hour) conference call meetings between the in-person meetings;
- Attendance at National Convention, which is encouraged but not required;
- Advocate for NESAF or NYSAF or subunits if there is an issue – but most know how to go directly to the right people at National; and
- Serving SAF by providing oversight at the National level.

Travel Reimbursement and Commitment

Travel costs for in-person Board meetings is covered by SAF. Usually a hotel is provided where all board members stay, and we can submit for reimbursement for all food, public transportation, and other travel expenses including mileage for personal vehicle use.

SAF covers your convention registration, but you have to pay your own travel and lodging costs for that one. And then unit meetings in your district, for which travel is reimbursed by SAF.

Summary of Board of Directors Roles and Responsibilities

To help ensure the national office is staying on task and focusing on things that are important to members overall. Interfacing and providing guidance to local unit ECs is not a primary role - though attendance at meetings and reporting on Society-wide updates is valuable.

APPENDIX U.



**BUSINESS
AND
EXECUTIVE COMMITTEE
MEETING
AGENDA
TEMPLATES**



NESAF Business Meeting Agenda

Date:

Location:

Time:

- I. Welcome and Introductions (CHAIR)
 - a. Call to Order
 - b. SAF Antitrust, Ethics, and Anti-Harassment Statements
 - c. Introduction of the NESAF Executive Committee
 - d. Recognition of Golden Members
 - e. Moment of Silence for Members and Friends who passed in last year
 - f. Other Business

- II. Secretary Report (SECRETARY)
 - a. **Minutes of PREVIOUS Business Meeting**

- III. Financial Report (TREASURER)
 - a. **PREVIOUS YEAR Financial Report**
 - b. **CURRENT YEAR Proposed Budget**

- IV. Committee Reports (As Needed/Appropriate)
 - a. Awards (COMMITTEE CHAIR);
 - b. Forest Policy (COMMITTEE CHAIR);
 - c. Grants (COMMITTEE CHAIR);
 - d. Membership (COMMITTEE CHAIR);
 - e. Nominations and Tellers (COMMITTEE CHAIR).

- V. District VI Report (DISTRICT DIRECTOR)

- VI. State Reports (STATE REPRESENTATIVES)
 - a. Connecticut
 - b. Maine
 - c. Massachusetts
 - d. New Hampshire
 - e. Rhode Island
 - f. Vermont

*Bold items need approval of the membership



NESAF Executive Committee Meeting Agenda

Date: December 9, 2020

Time: 9:00am – 12:00pm

Location: <https://zoom.us/>

- I. Standing Agenda Items
 - a. Welcome and Introductions
 - b. SAF Antitrust, Ethics, and Anti-Harassment Statements
 - c. Secretary Report
 - d. Policy
 - e. Financial Report
 - f. District VI Report
 - g. Forest Science Coordinator Report
 - h. News Quarterly
 - i. Website
 - j. Awards
 - k. Membership
 - l. Grants
 - m. Elections
 - n. Historian/Archivist Report
 - o. State/Division/Chapter Reports
 - p. Other

- II. Current Business
 - a. HSD Report
 - b. Winter Meeting Update

- III. Next Meeting – TBD, 2021 (Zoom w/ Time TBD)

Key topics for each meeting

- *January Meeting*
 - Act on Grants deemed complete Prior Year
 - Start Drafting Budget
 - Chair Appoints Committee Chairs and Committees (as needed)
- *March Meeting*
 - Finalize Proposed Budget
- *June Meeting*
 - Close out reporting on Winter Meeting
 - Candidates for Fall
- *September Meeting*
 - Candidates finalized
 - Review Issues/Actions to be discussed at HSD
- *December Meeting*
 - Grant Completeness
 - Invite incoming elected members
 - Determine Position and Chair Vacancies to be filled