

BY-LAWS OF THE ALASKA SOCIETY OF AMERICAN FORESTERS

ARTICLE 1: NAME AND OBJECTIVES:

This organization is a unit of the Society of American Foresters (the Society) and shall be known as the “Alaska Society of American Foresters” (Alaska Society), as provided in Article VI, Section 1 of the Constitution of the Society of American Foresters. The Alaska Society embodies membership and activities for the entire state of Alaska.

The objectives of the Alaska Society shall be:

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

ARTICLE 2: ACTIVITIES LIMITED TO EXEMPT PURPOSES:

No part of the earnings of the Alaska Society shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Alaska Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article (1) hereof. No substantial part (greater than five percent of the annual budget) of the activities of the Alaska Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the Alaska Society shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. In the case of a written request from a

governmental body, committee or subdivision, the Alaska Society shall provide technical assistance and advice providing the Alaska Society deems it appropriate to provide such assistance. Notwithstanding any other provision of these articles, the Alaska Society shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or, (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE 3: MEMBERSHIP:

Every member of the Society in good standing is entitled to membership in the State Society in which the member has established domicile. The domicile of a member shall be the member's principal home or residence, unless the member's place of business and professional affiliations lie within the territory of another State Society, when, by notification in writing to the national office, the member may establish domicile with said other State Society for the purpose of State Society membership. An individual may be a voting member of and be eligible for office holding in only one State Society.

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

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

ARTICLE 4: DUES:

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

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

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

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

ARTICLE 5: OFFICERS:

The officers of the Alaska Society shall consist of a Chair, a Vice-Chair, a Past-Chair, a Secretary, a Treasurer, and a Science and Technology Coordinator. Officers shall be voting members of the Society and the Alaska Society for the duration of their terms. Terms shall be for two years and commence on January 1 of odd-numbered years.

The Vice-Chair is elected and automatically shall become Chair for the subsequent term. The Secretary and Treasurer shall be appointed by the Executive Committee for a two-year term. The two-year term shall commence on January 1 of odd-numbered years. The Secretary and Treasurer may be the same person and may hold the title of Executive Secretary. The Science and Technology Coordinator is

appointed by the Chair, with the approval of the Executive Committee, for a two-year term that will commence on January 1 of odd-numbered years.

Other officers shall be appointed by the Chair with the approval of the Executive Committee.

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

ARTICLE 6: DUTIES AND RESPONSIBILITIES OF OFFICERS:

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

The Vice-Chair, in absence of the Chair, shall preside at Alaska Society meetings and act for and assist the Chair in conducting Alaska Society affairs as may be requested by the Chair.

The Secretary or another officer as described by the Executive Committee shall conduct all elections and referendums which are not conducted by the national office of the Society; keep the minutes of the Alaska Society's meetings and send a copy to the Executive Vice-President; conduct correspondence; announce

meetings; send agenda for meetings to the Executive Vice-President 30 days in advance when possible, and perform such other duties as may be assigned by the Executive Committee or Chair. The Secretary shall prepare and present at the annual meeting a written report of the Alaska Society's activities and shall provide a copy of the report to the Executive Vice-President. The Secretary shall report to the Executive Vice-President the adoption of and amendment to these by-laws.

The Treasurer or another officer directed by the Executive Committee shall act as custodian of the Alaska Society's accounting records and accounts; receive and deposit all monies and disburse all monies authorized by the Chair (or Executive Committee) on behalf of the Alaska Society; and perform such other duties as may be assigned by the Executive Committee or the Chair. The Treasurer shall prepare, and present at the annual meeting, a report of the Alaska 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 Alaska Society's fiscal year, i.e., December 31. Upon certification by the Auditing Committee, copies of the written report shall be submitted to the Chair and to the Executive Vice-President. The Treasurer in response to an annual request from the Executive Vice-President shall provide all information required by the Internal Revenue Service Form 990 and, if the Alaska Society has unrelated business income, Internal Revenue Service Form 990-T. In the event that the Internal Revenue Service reporting requirements are changed, the Treasurer shall provide the Executive Vice-President the information as required on any additional form of the Internal Revenue Service.

ARTICLE 7: ELECTIONS:

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

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

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

ARTICLE 8: STANDING COMMITTEES:

Standing committees of the Alaska Society shall include, but not be limited to, the Executive, Nominating, Tellers, Membership, Communications, Education, Policy & Legislative, Science and Technology, Investment, Foresters Fund and Auditing Committees. The Chair of the Alaska Society, with the approval of the Executive Committee, shall appoint a chair and members of the standing committees for a 2-year term, except as specified below for the Executive Committee. The Chair of the Alaska Society serves as ex-officio member of each committee. All Committee members shall be voting members of the Society and the Alaska Society for the duration of their terms.

- (A) **EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the Chair of the Alaska Society acting as chair of the committee, Chairs of the State Chapters, immediate Past-Chair, Vice-chair, Executive Secretary when the position is maintained, and the Science and Technology Coordinator of the Alaska Society. The Executive Committee shall give general supervision to the affairs and interests of the Alaska Society and its contacts with the National Society; shall control the expenditure of all funds; and approve the place, date and program of all meetings. The Executive Committee shall adopt a charter for each of the other committees, outlining the objectives, organization and activities of the committees. Each incoming Chair shall recommend to each new Executive Committee at its first meeting additions, deletions and changes in committee charters. Action on any charter, however, may be taken at any Executive Committee meeting. The Committee shall fill by appointment, according to Chapter By-Laws for Chapter Chair vacancies, the unexpired term of any Executive Committee member; approve or disapprove proposed appointments by the Chair; advise the Chair on all matters which the Chair presents to the committee; and act

for the Alaska Society on urgent matters which requires immediate action between Alaska Society meetings. Committee business may be transacted by mail ballot, teleconference, or electronic means, but at least one committee meeting shall be held annually. Any action of the Executive Committee shall be subject to a member referendum upon petition of at least two percent but in no case less than 10 of the voting members of the Alaska Society.

- (B) **NOMINATING COMMITTEE.** The Nominating Committee shall operate in accordance with the committee charter. This committee shall nominate from eligible Alaska Society members at least two candidates for each elective office and obtain agreement to serve if elected from each nominee, and send the nominations and agreements to serve to the Secretary and Vice Chair by September 1. If, for any reason, a nominee is found by the Secretary to be ineligible, the Nominating Committee shall provide another nomination by September 15.
- (C) **TELLERS COMMITTEE.** The Tellers Committee shall operate in accordance with the committee charter. This committee shall assemble at the time and place set by the Secretary to count ballots and shall certify the results of elections to the Chair and Executive Committee.
- (D) **AUDITING COMMITTEE.** The Auditing Committee shall operate in accordance with the committee charter. This committee, at the conclusion of the fiscal year, shall inspect the financial records of the Treasurer. The committee shall certify the accuracy of the financial statements prepared by the Treasurer and shall report the results of the audit to the Chair and the membership.
- (E) **MEMBERSHIP COMMITTEE.** The Membership Committee shall consist of a Committee Chair and other members as appointed. The Committee shall actively promote membership in the Society; coordinate activities of the Chapters in recruiting and advancing members; carefully examine all applications for student membership; provide State endorsement for those applicants deemed qualified for membership; and act for the Alaska Society in all other membership matters.
- (F) **POLICY AND LEGISLATIVE COMMITTEE.** The Policy and Legislative Committee shall consist of a Committee Chair and other members as appointed. This Committee and the appropriate staff member of the National Society shall work, in cooperation with each other. This

Committee shall review and keep Alaska Society informed of pending or proposed legislation. It shall be responsible for the review of Forest Policies, forest policy issues and position statements referred to or originating within the Alaska Society. The Committee shall recommend the Alaska Society positions on any policy issued to the Executive Committee and make recommendations for its modification, reaffirmation or termination. Alaska Society policy and resolutions shall be expressed by position statements to legislators, interested groups and individuals concerned with formulation of laws, regulations and public policies. Said positions which are not clearly in accordance with the National Society shall be submitted to the Council for approval prior to adoption. All Alaska Society positions with respect to legislation shall be based on non-partisan analysis, study, or research and shall not be used to carry on propaganda.

- (G) **COMMUNICATION COMMITTEE.** The Communications Committee shall consist of a Committee Chair and other members as appointed. This Committee and the appropriate staff member of the national Society shall work in cooperation with each other. This committee shall be responsible for proper news coverage in the various media for all activities of the Alaska Society. It shall prepare professional communications with the Society and with other organizations; and shall encourage the dispersal of information to gain public awareness and understanding of forestry and the forestry profession.
- (H) **EDUCATION COMMITTEE.** The Education Committee shall consist of a Committee Chair and other members as appointed. This Committee and the appropriate staff member of the National Society shall work in cooperation with each other. This Committee shall be responsible for the Continuing Forestry Education program of the National Society and a program to interest high school and other students in the forestry profession; shall act as liaison on matters of education concern with institutions of higher learning which offer courses in forestry; and shall be responsible for keeping the membership informed on modern trends in forestry education.
- (I) **SCIENCE AND TECHNOLOGY.** The Science and Technology Committee shall operate in accordance with the National Bylaws for Science and Technology and the Committee charter. This committee and the appropriate staff member of the National Society shall work in cooperation with each

other. This committee is responsible for assessing Society needs for continuing education and to develop continuing education opportunities.

- (J) INVESTMENT. The Investment Committee shall operate in accordance with the Committee charter. It is responsible for managing the portfolio of funds that are not immediately needed to pay current expenses.
- (K) FORESTERS FUND. The Foresters Fund Committee shall operate in accordance with the Committee charter. This committee and the appropriate staff member of the national Society shall work in cooperation with each other. This committee is responsible for obtaining contributions for the National Foresters Fund, which is used to enhance public understanding or the role of professional foresters in natural resource management.

ARTICLE 9: SPECIAL COMMITTEES:

- (A) SPECIAL COMMITTEES, authorized by the Executive Committee, shall be appointed by the Chair. Such committees may include: spruce bark beetle, meetings, special events, etc. and will operate in accordance with the Committee Charter.

ARTICLE 10: CHAPTERS:

- (A) CHAPTERS. A Chapter within the Alaska Society may be authorized by the Executive Committee upon written petition of 15 or more voting members resident in an area where a strong local organization may be created. The boundaries of a Chapter shall be established by Executive Committee.

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

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

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

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

The Alaska Society is authorized to appropriate funds to its Chapters for the conduct of its business.

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

A Chapter that sponsors the annual meeting is entitled to all profits derived from that meeting. In the unforeseen event that the meeting falls in deficit, the Alaska Society will bear such costs.

- (B) **STUDENT CHAPTERS.** A Student Chapter may be authorized within the Alaska Society by the Executive Committee upon written petition of 15 or more Student Members at an institution designated as SAF-accredited or as a candidate institution for accreditation or by an SAF-recognized forest technician school. Student Chapter officers shall serve for the school year.

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

ARTICLE 11: MEETINGS:

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

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

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

ARTICLE 12: RECALL:

Any officer may be removed from office for reason of misconduct, incompetence, or neglect of duty provided such removal is approved by a two-thirds affirmative vote of all members voting in a letter ballot. Such ballot may be initiated by the Executive Committee on its own volition or it shall be required to conduct such a ballot if it receives a petition setting forth the points of contention and signed by at least two percent but in no case less than ten (10) of the voting members of the Alaska Society. Ballots shall be mailed and received by a member of the Executive Committee as chosen by the committee.

ARTICLE 13: AMENDMENT OF BY-LAWS:

Amendments to these Bylaws may be proposed by the Executive Committee or upon written petition of at least two (2) percent, but in no case less than ten (10) of the voting members of the Alaska Society. Proposed amendments shall be submitted to the Executive Vice-President for approval prior to a mail ballot of the voting members of the Alaska Society. Amendment of these Bylaws shall require a two-thirds vote of the members voting.

ARTICLE 14: ASSETS:

Alaska Society assets belong to the Alaska Society membership as a whole. In the event of division, or merger of the Alaska Society, the assets of the parent Alaska Society will be audited and allocated to the new State Societies in proportion to the percentage of the voting members transferred.

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

Adopted by the Alaska Society members on 8/26/97
By: Chad M. Converse, Chair

Member, Executive Committee

Member, Executive Committee

Amendment(s): Amendment No. 1, December 2002

AMENDMENT NO. 1:

The following changes were voted on and accepted by the members of the Alaska Society of American Foresters in November of 2002.

ARTICLE 5: OFFICERS:

The officers of the Alaska Society shall consist of a Chair, a Vice-Chair, a Past Chair, a Secretary, a Treasurer and a Science and Technology Coordinator. Officers shall be voting members of the Society and the Alaska Society for the duration of their terms. Terms shall be for two years and commence on January 1 of odd-numbered years.

The Vice-Chair is elected and automatically shall be Chair for the subsequent term. The Secretary and Treasurer shall be appointed by the Executive Committee for a two-year term. The two-year term shall commence on January 1 of odd-numbered years. The Secretary and Treasurer may be the same person and may hold the title of Executive Secretary. The Science and Technology Coordinator is appointed by the Chair, with the approval of the Executive Committee, for a two-year term that will commence on January 1 of odd-numbered years.

ARTICLE 8: STANDING COMMITTEES:

(A) EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Chair of the Alaska Society acting as chair of the committee, Chairs of the State Chapters, immediate Past-Chair, Vice Chair, Executive-Secretary when this position is maintained and the Science and Technology Coordinator of the Alaska Society.

Executive Secretary Position Description

Title

Executive Secretary, Alaska Society of American Foresters

Need for Position

The position of Executive Secretary for the Alaska Society of American Foresters is necessary to: provide for consistent overall Statewide and regional coordination from one year to the next; assist in transitions of State SAF programs and budget from year to year; assist the State Chair and Executive Committee in interpreting policy, program, and constitutional matters; assist delegates in preparing for State and National SAF meetings; and to provide assistance to Committee Chairs.

Time Required

May require 16 or more hours per month to complete basic responsibilities of the position. Additional peak time requirements will be associated with the annual State SAF meeting.

Term

Two-year term as identified for the Secretary and Treasurer positions, renewable by mutual agreement of the Alaska Society Executive Committee and the incumbent. A ninety-day notice shall be given by either the incumbent or the Executive Committee to terminate the arrangement.

Duties and responsibilities

Incumbent serves under the direction of the Alaska SAF Executive Committee.

Serves as Secretary and Treasurer of the Alaska Society, with all associated duties and responsibilities, as described in the bylaws.

Serves as liaison between the Alaska Society and the following: National SAF headquarters, the Northwest Regional SAF office, and all Alaska Society Chapters on matters concerning procedure, policy and other business affairs.

Keeps the Executive Committee advised on National, Regional, and Chapter matters. Keeps current on state and national position statements.

Has an understanding of, and provides advice in matters concerning the National and State constitutions and Bylaws.

Works with the Policy Committee Chair to help coordinate activities regarding policy and program with the Chair.

Assists the State Chair in preparing an annual plan of action for the year, including budget and a calendar of key dates for State activities.

Prepares annual reports for the Alaska Society annual meeting, highlighting Alaska Society activities and national areas of concern.

Assists in approved Alaska Society fund-raising activities.

May serve as an Alaska Society news reporter in coordination with the Communications Committee, periodically submitting articles and photos to Alaska newspapers, the Journal of Forestry, and the Western Forester.

Qualifications and Experience

Incumbent shall be a Member, Fellow, or associate member of SAF and shall have been a Member, Fellow, or associate member of Alaska Society for a minimum of two years prior to taking office.

Incumbent shall have served as an officer of an SAF Chapter or the Alaska Society, preferably the Alaska Society.

Incumbent shall have a general understanding of Alaska natural resources.

Incumbent must have a commitment to furthering Alaska Society and improving the status of professional forestry in Alaska.

Incumbent shall have the ability and personality to develop and promote contacts at the chapter, State, regional and national levels associated with SAF concerns, as well as general natural resource concerns.

Remuneration

The position is voluntary, receiving no salary.

Expenses for postage, telephone, duplications, and secretarial materials are paid from Alaska Society funds. The Executive Committee shall advise the incumbent in advance of the amount of the working budget for these expenses.

Expenses for travel to State, Regional and National SAF meetings must be approved by the Executive Committee prior to time of incurrence.

Costs incurred by the Executive Secretary for attending an approved meeting, will be reimbursed on an "as funds are available" basis not to exceed the per diem, subsistence and mileage rates that are currently in use by the State of Alaska.

If this arrangement is terminated prior to the end of the two-year term, any previously approved financial commitments incurred by the incumbent in the course of official SAF business shall be reimbursed.

Authorization

The Executive Secretary will maintain the Alaska Society's bank accounts and perform the other Treasurer's duties as described in the bylaws. In addition, the Executive Secretary has individual signing authority to: pay for normal operating expenses and other non-typical expenses as directed by the Executive Committee; and sign routine correspondence.

Routine correspondence consists of internal housekeeping chores, news releases, information requests, answering queries, reiterating known policy or positions.

All other correspondence, such as position taking, letters to the Governor or Congressional Delegation, internal direction, setting policy, or other correspondence of a sensitive nature shall be signed by the State Chair in his/her absence the State Vice-Chair as outlined in the Alaska Society Bylaws.

Copies of key correspondence shall be supplied to the Executive Committee.