

# **CHAPTER BYLAWS - BIG BEND CHAPTER**

## **Florida Division - The Southeastern Society of American Foresters**

**Established in 1998**

### **ARTICLE 1 - NAME, AREA AND OBJECTIVES:**

This organization shall be known as the Big Bend Chapter of the Florida Division of the Society of American Foresters, as provided for in Article VI of the Constitution, and Number VI(B) of the Bylaws of the Standard Society Bylaws, of the Florida Division, Society of American Foresters.

Whenever possible, these bylaws shall be construed so as not to be in conflict with the Constitution and Bylaws of the Society of American Foresters or with the Bylaws of the Florida Division. In the event of any such conflict these Bylaws shall be null and void to the extent of such conflict.

The boundaries of the Chapter shall conform to those established for the Chapter by the Florida Division.

The objectives shall be:

(1) to advance the science, technology, education, and practice of professional forestry, in the Chapter and elsewhere and to promote the continuing professional education of the members.

(2) to use the knowledge and skills of the profession to benefit society.

(3) to provide an opportunity for better liaison between the individual member, the state Division, the Southeastern section and the parent Society.

### **ARTICLE 2 - ACTIVITIES LIMITED TO EXEMPT PURPOSES:**

Membership in the Chapter shall be open to all members of any grade of the Society of American Foresters residing in the Chapter area. Those residing in areas other than the Chapter area may become associate non-voting members of the Chapter upon written application to, and approval by, the state Division.

Only Members and Fellows in good standing in the Chapter, state Division, and the Society of American Foresters shall be eligible to vote and hold office in the Chapter.

Membership in the Chapter may be terminated by resignation, death, expulsion from the parent Society, transfer to another Chapter by a change of residence, or failure to pay dues.

### **ARTICLE 3 - DUES AND ASSESSMENTS:**

No dues shall be assessed. Any assessments for special projects shall be approved by two-thirds of those voting by mail ballots sent to all voting members.

### **ARTICLE 4 - OFFICERS AND QUALIFICATIONS:**

Officers of the Chapter shall consist of a Chairman, Chairman-elect, and Secretary-Treasurer, selected from the voting members of the Chapter and elected by the members of the Chapter. In the normal course of events, the Chairman-elect will be the Chapter Chairman during the succeeding administration and thus does not stand for election again.

All officers of the Chapter shall be voting members of the Chapter and shall reside within the Chapter boundary at the time of the election to office and continuance in such office shall be contingent upon the maintenance of this residence during the term of office.

The term of office of all elected officers of the Chapter shall be concurrent with those of the Florida Division and each officer shall serve until a successor is elected or appointed as per the last paragraph in Article 6.

### **ARTICLE 5 - DUTIES AND RESPONSIBILITIES OF OFFICERS:**

The Chapter Chairman shall keep the Division Chairman informed of the names, duties and chairman of all Chapter committees and of the date and place of Chapter meetings. The Chairman shall file with the Division Chairman and the Division Historian a copy of Chapter Bylaws and all amendments and shall inform the Society Chairman and Executive Vice-President of the parent Society of all Chapter motions and business pertinent to the welfare or general conduct of the Florida Division and the national Society.

In addition to the duties and authority elsewhere described in the Bylaws of the Florida Division and in addition to the duties and authority imposed by a plurality of those voting at a meeting of the Chapter, the Chairman of the Chapter shall have the duty and authority to:

(1) appoint, counsel and serve as ex officio member of all committees except the Nomination Committee; call meetings, preside at meetings and direct the activities of the Chapter.

(2) incur incidental expenses necessary to the conducting of official Chapter business, provided funds are available in the treasury for this purpose.

(3) incur major expenses as voted and approved by a plurality of those voting at a meeting of the Chapter or in connection with special projects financed by assessments as provided in Article 3.

(4) appoint an Auditing Committee consisting of three voting members of the Chapter to audit the books of the outgoing Secretary-Treasurer.

In addition to the duties and authority elsewhere described in these Bylaws and in addition to the duties and authority imposed by a plurality of those voting at a meeting of the Chapter; the Chairman-elect shall:

(1) assume the duties and authority of the Chairman at any time the Chairman cannot assume the duties of the office.

(2) serve as Chairman of the Chapter Membership Committee.

In addition to the duties and authority elsewhere described in the Bylaws and in addition to duties and authority imposed by a plurality of those voting at a meeting of the chapter, the Secretary-Treasurer shall:

(1) record the Minutes of all Chapter Meetings.

(2) send a digest of the Minutes of each Chapter Meeting to the Division Secretary and Section Newsletter Editor not later than thirty days after the close of each meeting for publication in the first Division Newsletter following the meeting.

(3) send notices of Chapter meetings to all members of the Chapter, Officers of the Division and the other Division Chapters and Newsletter Editor at least thirty days ahead of the scheduled date.

(4) maintain financial records of receipts and disbursements of the Chapter and make a report at each Chapter Meeting.

(5) maintain a current listing of Chapter membership showing membership grade.

(6) keep an orderly file of Chapter correspondence and turn over to the Division Historian important matters that are of no current value.

(7) receive all monies due the Chapter from the Division as dues rebate or from specially voted assessments and make all disbursements of funds.

(8) furnish the financial records for the term of office to the Auditing Committee and be available to them for explanation. Upon certification by the Auditing Committee, copies of the annual financial report shall be submitted to the Chapter Chairman and Society Chairman. In addition, the Secretary-Treasurer shall annually send to the Division Secretary-Treasurer all information required by the Internal Revenue service. This usually may be the statement, "Gross receipts not more than \$5,000." If the Chapter has unrelated business income, submit all information required. In the event that Internal Revenue Service reporting requirements are changed, it shall be the responsibility of the Secretary-Treasurer of the Chapter to provide the Division Secretary-Treasurer with the information required on any additional form required by the Internal Revenue Service.

(9) present his successor with all files, financial records and funds of the Chapter, together with an itemized statement of all outstanding Chapter financial obligations.

(10) provide each member of the Chapter with a copy of the Chapter Bylaws.

#### **ARTICLE 6 - ELECTION OF OFFICERS:**

Election of officers shall be by letter ballot in October. The ballots shall be counted by December 1.

Nominations made by the Nominating Committee shall be transmitted to the Chairman with a copy to the Secretary-Treasurer by September 1. Nominations by the membership at large, if endorsed by at least 15 voting members in good standing and presented to the Secretary-Treasurer in writing by September 1, shall be included in the letter ballot.

The Secretary-Treasurer shall determine whether all nominees are voting members in good standing, eligible to hold office and agreeable to serve if elected. The Secretary-Treasurer shall report to the Chairman and the Nominating Committee the name of any nominee who fails to qualify. Further nominations, if necessary, shall be made by the nominating Committee by no later than September 15.

The Secretary-Treasurer shall mail a letter ballot to all voting members in good standing at least 30 days before the date of the election. The ballot shall (1) state the offices to be filled, (2) list the names of the candidates for each office in alphabetical order, (3) show the closing date for receiving the ballots, and (4) be accompanied by a brief factual professional biography of each candidate and return envelop or post card addressed to the Secretary-Treasurer.

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 the Tellers Committee who shall certify promptly the results of the election to the Chairman, the Division Secretary-Treasurer, and all candidates for office. The Chapter membership shall be informed of the election results as soon as possible.

The unexpired term of an elected officer shall be filled by appointment by the Chapter Executive Committee except where successors to office are automatically provided for elsewhere in these Bylaws. A two-thirds affirmative vote shall be necessary for appointment to a vacated office and such action must be taken by the Executive Committee of the Chapter as soon as the vacancy is imminent. When the office of the Chairman-elect is vacated for any reason, the Chapter Executive Committee shall appoint a temporary Chairman-elect. Appointed officers will serve until the next regular election.

#### **ARTICLE 7 - COMMITTEES:**

The Standing Committees of the Chapter shall be the Executive Committee and the

Membership Committee.

The Executive Committee of the Chapter shall consist of Chapter Chairman, Chairman-Elect, Secretary-Treasurer and most recent past Chairman if still a member of the Chapter. The Chapter Chairman, who shall act as Chairman of this Committee, may appoint additional members from the Chapter. The Chapter Executive Committee shall advise the Chairman on all matters which are presented to them, perform all of the duties described elsewhere in these Bylaws and act for the Chapter on urgent matters which cannot be handled at meetings or by mail ballot.

The Membership Committee of the Chapter shall consist of the Chairman-elect of the Chapter and two other members appointed by the Chairman of the Chapter. The Chapter Chairman-elect shall act as Chairman of the Committee.

The Chairman may, with the approval of the Executive Committee, appoint such additional committees as desirable to the functioning of the Chapter, with terms concurrent to the Chairman's term.

#### **ARTICLE 8 - MEETINGS:**

The Chapter will hold at least two regular meetings each year, one in the spring and one in the fall. These shall be scheduled by the Chairman so as not to conflict with other meetings of this Society.

A quorum shall consist of at least 10 voting members.

Meetings shall be conducted according to Robert's Rules of Order.

#### **ARTICLE 9 - RECALL:**

Any Chapter officer may be removed from office for reason of misconduct, incompetence, or neglect of duty provided such removal is approved by two-thirds affirmative vote of all Chapter members voting in a letter ballot. Such ballot shall be ordered by the Division Executive Committee on a petition setting forth points of contention and signed by at least twenty voting members of the Chapter. Ballots shall be mailed and received by one of the officers chosen by the Society Executive Committee. Three Chapter members, appointed by the Division Chairman, shall constitute the Committee of Tellers to ascertain the results of such ballots.

#### **ARTICLE 10 - AMENDMENT OF BYLAWS:**

These Bylaws may be amended by a two-thirds vote of the members voting by letter ballot. Such amendment vote may be proposed by the Chapter Executive Committee or upon written petition to ten voting members of the Chapter to the Chapter Chairman. Said petition must definitely state the proposed amendment. Amendments must be approved by the Executive Committee of the Florida Division before final adoption.

## **ARTICLE 11 - DISSOLUTION**

Upon the dissolution the Chapter, the Executive Committee of the Chapter shall after paying or making provision of the payment of all of the liabilities of the Chapter, transfer all assets of the Chapter to the Florida Division or dispose of all the assets of the Chapter 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.