

**BYLAWS OF THE PANHANDLE CHAPTER
of the Florida Division
of the Society of American Foresters**

(November, 9 2011)

ARTICLE 1: NAME AND OBJECTIVES

This organization shall be known as the Panhandle Chapter of the Florida Division of the Society of American Foresters, and is established as provided in Article X of the Bylaws of the Florida Division.

In any cases where a portion of these bylaws are found to be in conflict with the Constitution of the Society of American Foresters or the Bylaws of the Florida Division, the rules and regulations as specified in the Constitution or Florida Division Bylaws will take precedence over these Chapter Bylaws.

The boundaries of the Chapter shall conform to those established by the Florida Division. The boundaries currently encompass the area that consists of the following Florida counties: Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf.

The objectives of the Chapter shall be:

- 1) to advance the science, education, technology, and practice of forestry within the boundaries of the Chapter and elsewhere,
- 2) to use the knowledge and skills of the profession to benefit society,
- 3) to enhance the professional competency of its members, and
- 4) to provide an opportunity for the building of relationships and better communication among the individual members, their regional representatives and the Society.

ARTICLE 2: ACTIVITIES LIMITED TO EXEMPT PURPOSES

Chapter activities are limited to those of a tax exempt organization as described in Article 3 of the Bylaws of the Florida Division.

ARTICLE 3: MEMBERSHIP

Membership in the Chapter is open to all members of the Society of American Foresters who have their principal residence or place of employment within the Chapter boundaries.

Only members in good standing of the Chapter, Florida Division, and Society of American Foresters shall be eligible to vote or hold office in the Chapter. Other individuals are welcome to attend Chapter meetings and take part in discussions, but shall have no vote.

Membership in the Chapter may be terminated by resignation, death, failure to pay dues, expulsion from the Society, relocation, or transfer to another Chapter.

ARTICLE 4: DUES

Annual Chapter dues shall be set by the Chapter Executive Committee. Notification of any changes in the dues structure shall be made to the Florida Division and the Southeastern Society of American Foresters (SESAP).

Chapter dues shall be collected by the Society concurrently with the collection of state and national dues and transmitted to the Chapter Secretary-Treasurer by the SESAP.

Members who have not paid national and state dues by March 1 shall be notified by the Society, and are thus ineligible to vote or hold office in the Chapter until national, state, and chapter dues are paid.

ARTICLE 5: OFFICERS

The Chapter officers shall include a Chair, a Chair-Elect, and a Secretary-Treasurer. Chapter officers shall be voting members of the Society, Florida Division and Chapter for the duration of their terms. Each term of office shall begin January 1 and end December 31. The Secretary-Treasurer shall serve a two year term. The Chair-Elect shall serve a one year term and automatically become the Chair the following year. The Chair shall serve a one year term.

In the event the Chair is unable to complete the full term of office, the Chair-Elect shall succeed and complete the unexpired term prior to serving the full term as Chair. Should this occur, the Executive Committee by a majority vote shall appoint (with approval of the Division Chair) a replacement Chair-Elect who shall assume the duties of the vacant office until the next regular election of officers. In the event the Chair-Elect is unable to complete the term of office and succeed to the office of Chair, the Executive Committee shall appoint (with approval of the Division Chair) an Acting Chair to serve until the next election at which time both a chair and a chair-elect shall be elected. A vacancy in the office of Secretary-Treasurer shall be filled by appointment of the Executive Committee.

ARTICLE 6: DUTIES AND RESPONSIBILITIES OF OFFICERS

A. The Chair shall be responsible for developing and continuing SAF Chapter activities during the office term and for organizing the membership toward the Chapter objectives. The Chair shall preside at Chapter meetings, serve as the Chapter representative on the Florida Division Executive Committee, serve as an ex officio member of all other committees, oversee business affairs and assist in the preparation of an annual budget as early as possible in cooperation with the Secretary-Treasurer. The Chair shall appoint members of standing and special committees (as needed) and perform all other duties commonly incident to such office. The Chair shall maintain a membership roster that includes contact information for all current Chapter members, or may designate this responsibility to the Chair-Elect or Secretary-Treasurer.

B. The Chair-Elect shall preside at meetings in the Chair's absence, and act for and assist the Chair in conducting Chapter affairs as requested by the Chair. In the Chair's absence, the Chair-Elect will attend the Division Executive Committee Meetings. The Chair-Elect automatically becomes Chair the following year.

C. The Secretary-Treasurer shall act as the custodian of the Chapter finances and accounting records. He/she shall receive, deposit, and/or disburse all monies authorized by the Chair, the Executive Committee, or chairs of committees that are authorized to conduct business of behalf of the Chapter.

If not already established, the Secretary-Treasurer shall locate a suitable banking establishment in which to conduct the necessary banking requirements. The Chair, Chair-Elect, and Secretary-Treasurer shall be authorized signers of the account if possible. In the immediate absence of the Secretary-Treasurer, the Chair shall direct the disbursement of funds.

The Secretary-Treasurer shall prepare and present a brief written report and balance sheet of the current financial status of the Chapter at each of the following: 1) Executive Committee meetings 2) an annual Auditing Committee meeting (see below), and 3) at other times as may be necessary and at the advance request of the Chair. The Secretary-Treasurer should keep copies of these reports on file. At the end of his/her term, the Secretary-Treasurer shall be responsible for transferring all financial records and books to the incoming Secretary-Treasurer.

At a meeting scheduled by the Auditing Committee at the end of the fiscal year, the Secretary-Treasurer shall prepare and present the records of the past year's financial status and accounting procedures to the Auditing Committee. Upon certification of the Auditing committee, copies of the written conclusions of the meeting shall be submitted to the members of the Executive Committee and the Division Chair.

The Secretary-Treasurer shall type up the minutes of any Chapter business meetings and present them for approval at the next meeting. At the end of the calendar year, the Secretary-Treasurer shall complete the Chapter Activity Summary Form and submit it to the Chapter Chair, the Division Chair, and the Division Historian for deposit in the Division Archives.

ARTICLE 7: ELECTIONS

Chapter officer elections, whenever possible, will be concurrent with and administered through the same process as the SESAF and national Society elections. Either the chair or a specially appointed Nomination Committee will solicit nominations (including self- nominations) from eligible chapter members. A slate of nominations and accompanying candidate bios will be compiled and presented to the Chair at least 10 days before the annual submission deadline to SESAF (this deadline, typically in June, is 90 days prior to the Society's national meeting). Elections results will be determined through the same process as is used for the concurrent SESAF and national Society elections.

In the event that Chapter elections cannot be held in conjunction with the SESAF and national Society elections, election of new officers shall be by ballot in October. The Chair or specially appointed Nomination Committee shall solicit nominations no later than September 1 and the

proposed slate of officers shall be transmitted to the Chair, along with a copy to the Secretary-Treasurer by September 15.

The Secretary/Treasurer or Chair will distribute ballots electronically and a provision will be made for those members who do not have electronic access so they are able to vote. The ballots shall include (at minimum) the names of all qualified nominees and a space for a write-in candidate for each office. Bios compiled in accordance with guidelines established for SESAF, state and chapter nominations may also be included with the ballot, provided that all candidates have been given equal opportunity to submit a bio. The ballots shall be counted by the Nomination Committee and results reported to the Executive Committee by November 15. The outcome of elections shall be determined by a plurality or simple majority of those voting. A runoff election will be held in the case of ties. Election results will be reported to the Florida Division Chair not later than December 1.

ARTICLE 8: COMMITTEES

Standing committees of the Chapter shall include the Executive, Nomination, and Auditing Committees. The Chapter Chair shall appoint the members of the Nomination and Auditing Committees, or may designate a chair for each committee and charge that chair with appointing additional members to the committee from among the Chapter membership. The Chapter Chair serves as ex-officio member of each committee.

A. Executive Committee. The Executive Committee shall consist of the Chair, the Chair-Elect, and the Secretary-Treasurer. The Executive Committee shall give general supervision to the affairs and interests of the Chapter and its contacts with the Florida Division and national Society; shall control the expenditure of all funds; and approve the place, date and program of all meetings.

B. Nomination Committee. The Nomination Committee shall consist of at least two members in good standing appointed by February 1. This Committee shall propose a slate of nominees from the eligible Chapter membership for officer positions to be filled starting the next calendar year. The Nomination Committee shall obtain from each nominee an agreement to serve if elected and a bio prepared according to Society guidelines. The committee shall send the nominations and bios to the Chair and the Secretary-Treasurer per the procedure and deadlines outlined in Article 7. The Nomination Committee shall assemble at the time and place designated by the Secretary-Treasurer to count ballots and certify the election results to the Chair and the Executive Committee.

C. Auditing Committee. The Auditing Committee shall consist of the Executive Committee and two other Chapter members appointed annually (one of whom should be the immediate past chapter chair, if available). This Committee, at the conclusion of the fiscal year, shall inspect the financial records of the Secretary-Treasurer. The Committee shall certify the accuracy of the financial statements prepared by the Secretary-Treasurer and shall report the results of the audit to the Chapter membership and the Florida Division Chair.

D. Ad-hoc Committees. The Chapter Chair may appoint ad-hoc committees as needed to meet the goals and objectives of the Chapter.

ARTICLE 8: MEETINGS

The Chapter shall hold at least two meetings each year. These shall be scheduled by the chair so as not to conflict with other meetings of the Society.

ARTICLE 9: RECALL

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

ARTICLE 11: AMENDMENT OF BYLAWS

These Bylaws may be amended by two-thirds vote of the members voting by letter or electronic ballot. Such an amendment vote may be proposed by the Chapter Executive Committee or upon written petition of ten voting members of the Chapter to the Chapter Chair. All amendments must be approved by the Division.

ARTICLE 12: DISSOLUTION

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