

CHAPTER BYLAWS-ST. JOHNS CHAPTER

Florida Division- The Society of American Foresters
(Ratified-March 17, 1998)

ARTICLE I- NAME, AREA AND OBJECTIVES:

This organization shall be known as the St. Johns Chapter of the Florida Division of the Society of American Foresters, as provided for in Article VI of the Constitution, Number VI (B) of the Bylaws of the Society of American Foresters, and Article 9 of the Standard Section Bylaws, of the Florida Division of the Society of American Foresters.

Any and all portions of these Chapter Bylaws in conflict with the Society's Constitution and Bylaws shall be null and void.

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.
- (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, his section, his regional representative, and the parent Society.

ARTICLE 2- ACTIVITIES LIMITED TO EXEMPT PURPOSES:

Activities of the Chapter are limited to exempt purposes as stated in Article 2 of the Standard Division Bylaws, Florida Division.

ARTICLE 3- MEMBERSHIP:

Membership in the Chapter shall be open to all members of any grade of the Society of American Foresters residing in the Chapter area.

Only Members and Fellows in good standing in the Chapter, 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 domicile, or failure to pay dues.

ARTICLE 4- 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 5- OFFICERS AND QUALIFICATIONS:

Officers of the Chapter shall consist of a Chair, Chair-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 Chair-Elect will be the Chapter Chair 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 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 Division and each officer shall serve until a successor is elected or appointed as per Article 7.

ARTICLES 6- DUTIES AND RESPONSIBILITIES OF OFFICERS:

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

In addition to the duties and authority elsewhere described in these Bylaws and the Bylaws of the Division and in addition to the duties and authority imposed upon the Chair by a plurality of those voting at a meeting of the Chapter, the Chair of the Chapter shall:

- (1) appoint, counsel and serve as ex officio member of all committees, 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 4.

- (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 upon the Chair-Elect by a plurality of those voting at a meeting of the Chapter, the Chair-Elect shall:

- (1) assume the duties and authority of the Chair at any time the Chair cannot assume the duties of his office.
- (2) serve as Chair of the Chapter Membership Committee

In addition to the duties and authority elsewhere describes in the Bylaws and in addition to the duties and authority imposed upon the Secretary-Treasurer 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) communicate as necessary and/or appropriate with the Division Secretary-Treasurer.
- (3) send notices of Chapter meetings to all members of the Chapter and Officers of the Division sufficiently in advance of the scheduled date.
- (4) maintain financial records of receipts and disbursements of the Chapter and make a report at the annual 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 to 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 Secretary-Treasurer's term of office to the Chapter 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 Chair and Division Chair. In addition, the Secretary- Treasurer shall annually send to the Division Secretary-Treasurer all information required by the Internal Revenue Service Form 990. This usually may be the statement, "Gross receipts not more than \$5,000." If the Chapter has unrelated business income, submit all information required on IRS Form 990-T. 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 the incoming Secretary- Treasurer with all files, financial records and funds of the Chapter, together with an itemized statement of all outstanding Chapter financial obligations.
- (10) maintain current Chapter Bylaws and provide copies of same to members upon request

ARTICLE 7- ELECTION OF OFFICERS:

A Nominating Committee of at least three voting Chapter members shall be appointed by the Chair by May 1st of each year. The Nominating Committee shall submit to the Chapter Chair nominations of members in good standing for each Chapter elective office .

The Chapter Secretary- Treasurer shall mail ballots to all voting members of the Chapter in good standing. Said ballots shall include the names of all qualified nominees and a space for write-in candidates for each elective office.

Ballots shall be counted as soon as possible by a Committee of Tellers, consisting of three or more voting members of the Chapter appointed by the Chapter Chair. To be elected, an officer shall receive a plurality of the votes cast for that office. The Chair of the Committee of Tellers shall immediately furnish the Chapter Chair a copy of the results of the balloting.

The Chapter Chair shall inform all nominees, Chapter members, and the Division Chair of the results of the election by November 1.

A vacancy in the office of Chair shall automatically filled by the Chair- Elect or by special election if the Chair- Elect is not available.

A vacancy in the office of Chair- Elect during the first year of the two-year term shall be filled by special election. A vacancy during the second year of office shall be filled by the Chapter Executive Committee.

A vacancy in the office of Secretary- Treasurer shall be filled by appointment by the Chapter Executive Committee.

Appointed officers shall serve until the next regular election.

ARTICLE 8- COMMITTEES:

The standing Committees of the Chapter shall be the Executive, Membership, and Awards Committees.

The Executive Committee of the Chapter shall consist of the Chapter Chair, Chair-Elect and Secretary- Treasurer and the chairs of standing committees. The Chapter Chair, shall act as Chair of this Committee. The Chapter Executive Committee shall advise the Chair on all matters presented to them and function as the Chapter's Program Committee.

The Membership Committee of the Chapter shall consist of the Chair- Elect of the Chapter and two other members appointed by the Chapter Chair. The Chapter Chair-Elect shall act as Chair of the Committee. The Membership Committee shall seek to recruit new members, encourage membership participation in Chapter affairs, and serve to communicate membership concerns to the Chapter Executive Committee.

The Awards Committee shall solicit and encourage nominations as appropriate for any and all Division and/or Society Awards and facilitate submission of same in a timely manner to the appropriate awarding sector of the Society.

The Chapter Chair may appoint ad-hoc committees as deemed necessary for the conduct of Chapter affairs. The terms of such ad-hoc committees shall be concurrent with that of the Chair.

The Auditing Committee (an ad-hoc committee) shall, upon completion of the Secretary- Treasurer's term of office, audit the Secretary- Treasurer's records, books, etc. and certify same to be accurate reflections of the Chapter's financial affairs.

ARTICLE 9- MEETINGS:

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

A quorum shall consist of members present at a regularly scheduled and announced meeting.

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

ARTICLE 10- RECALL:

Any Chapter officer may be removed from office for reason of misconduct or neglect of duty provided such removal is approved by the Chapter Executive Committee.

ARTICLE 11- AMENDMENT OF BYLAWS:

These Bylaws may be amended by 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 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.