

New York Forest Owners Association, Inc.

ALLEGHENY FOOTHILLS CHAPTER

“OPERATIONAL GUIDELINES”

Amended/Approved 12/03/2022

Review Committee:

Dick Brennan

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ARTICLE I

Name, Territory

Section 1: NAME

The name of the organization shall be:

“Allegheny Foothills Chapter – New York Forest Owners Association, Inc.”

AFC-NYFOA or NYFOA-AFC interchangeably

Section 2: TERRITORY

The NYFOA-AFC boundaries are:

Allegheny, Cattaraugus & Chautauqua Counties.

ARTICLE II

Membership

MEMBERSHIP shall be open to anyone in sympathy with the mission and objectives of the New York Forest Owners Association, Inc.

Any member in good standing with the State Association may be a member of Allegheny Foothills Chapter.

Membership classifications will be the same as the State Association.

Members not having paid dues, within six months after their anniversary date, shall be dropped from membership in the Allegheny Foothills Chapter.

ARTICLE III

Meetings

Section 1: GENERAL MEMBERSHIP MEETINGS

- a. General Membership meetings of the NYFOA-AFC shall be held at the Annual Picnic in the Summer and at the Annual Christmas Party in December. At one of these Annual Meetings the election of officers will occur. The Steering Committee may also appoint members to non – elected positions.
- b. Special Membership meetings may be called by a majority vote of the Steering Committee or by the Chairperson. In order to hold a binding vote of the General Membership, notification of these special meetings must occur at least Two (2) weeks, prior to the meeting date.
- c. Special Membership Meetings shall be for dissemination of information pertinent to the running of the Chapter, election of mid-year officer vacancies, approval of expenditures exceeding \$500.00 and amendments to the Chapter Operational Guidelines.

Section 2: STEERING COMMITTEE MEETINGS

Shall meet a minimum of 4 times a year. Steering Committee meetings may also be incorporated into Special Events, e.g. woods walks, with two weeks' notice to the membership.

ARTICLE IV

Governance

Section 1: STEERING COMMITTEE

The Steering Committee shall consist of:

- a. Elected Officers (Chairperson, Vice - Chairperson, Secretary, and Treasurer)
- b. Coordinator Positions (including, but not limited to: Newsletter Editor, Program Coordinator, Membership Coordinator, PR Coordinator, and Chapter Designated Director to the State Board).
- c. At-Large Positions (whose numbers will not be capped)

The Coordinator and At -Large positions may be filled by any member in good standing that is appointed by the Chairperson, with the approval of the sitting Steering Committee.

A Quorum of the Steering Committee is defined as half of the Elected Officers plus at least half of its remaining members. The Steering Committee shall meet to conduct all Chapter business with special emphasis on educational endeavors for the AFC membership and other interested citizens. Mission will be consistent with the NYFOA vision, mission and by-laws.

Once a quorum is present a majority of those present is required to accept or reject a motion.

Section 2: DUTIES of the STEERING COMMITTEE

CHAIRPERSON:

The Chairperson shall preside at all Regular Meetings, Special Meetings, and Steering Committee Meetings of the Allegheny Foothills Chapter of NYFOA.

The Chairperson shall be elected for a term of one year and shall not be elected for more than **four** consecutive full terms. **NOTE: all other elected positions do not have term limits.**

The Chairperson, after stepping down from the position, may choose to remain on the Steering Committee in an at-large position or resign from the Steering Committee. The other elected officers, at any time, may do the same.

VICE- CHAIRPERSON:

In the absence of the Chairperson, the vice-chair will assume the duties of the chairperson

The Vice-Chairperson shall be elected for a term of one year.

SECRETARY:

The Secretary shall keep correct and complete minutes of all Regular Meetings, General Membership Meetings and Steering Committee Meetings.

The Secretary shall be elected for a term of one year.

TREASURER:

The Treasurer shall keep records of all financial transactions, receipts, and expenditures for the Allegheny Foothills Chapter and shall submit financial reports at each Steering Committee Meeting, each General Membership Meeting, and annually to the State Association.

The Treasurer shall be elected for a term of two years.

CHAPTER COORDINATORS

All Chapter Coordinators are appointed by the Chairperson with approval of the sitting Steering Committee for terms of one year. There is no limit to the number of terms they may serve. They shall have full voice and vote on the Steering Committee. Their duties shall be as set forth below.

PROGRAM COORDINATOR:

The Program Coordinator will meet as necessary to organize and conduct the various programs of the Chapter. The Program Coordinator will see that all necessary information on programs is given to the Publicity Coordinator and the Newsletter Editor in a timely manner for dissemination to the Chapter membership and the press.

MEMBERSHIP COORDINATOR:

The Membership Coordinator will meet as necessary to discuss Chapter membership, new and renewal, and develop plans for new member attraction & current member retention.

NEWSLETTER EDITOR:

The Newsletter Editor will see to the organization and publication of a Chapter Newsletter.

PUBLICITY COORDINATOR:

The Publicity Coordinator shall send out, to as many newspapers, radio & TV stations, as appropriate, information regarding the activities of the Chapter and the State Association, that are open to the public.

CHAPTER DESIGNATED DIRECTOR TO THE STATE BOARD:

The Chapter Designated Director to the State Board shall be responsible for attending State meetings & keeping the Chapter and its Steering Committee informed on all state association actions and policies. This position shall also submit, for the approval of the Steering Committee, any policies, procedures or other suggestions or directives from the State Association that are deemed appropriate for the Chapter and inform the NYFOA Board of Directors of the AFC Chapter's response. This position shall also submit news and information of local activities to the *New York Forest Owner Periodical*.

AT-LARGE POSITIONS:

These positions have no specific duties but participation on an ad hoc committee or assistance with implementation of at least one chapter event is expected. They have full voice and vote on the Steering Committee.

Section 3: VACANCIES and RESIGNATIONS

The Chairperson will appoint ad-hoc committee(s) to make nominations for vacancies on the Steering Committee including the nomination of a slate of elected officers to be voted on at a general membership, Annual Meeting.

Resignations should be made to the chairperson by a signed/dated letter. An email, telephone, or in-person resignation must be followed by written/signed document.

In the unusual circumstance of extreme non-participation in Steering Committee meetings and chapter activities by a Steering Committee member, that member may request "Inactive Status" for a specified period of time. The request will be presented to the full Steering Committee for approval. The status will be reviewed at the conclusion of the requested time period.

ARTICLE V

Temporary Committees

Temporary Committees may be created by the Chairperson, with the approval of the Steering Committee, to provide necessary services to the Chapter, such as:

- Nominations for Slate of Officers, candidates to fill Steering Committee vacancies, etc.
- Outstanding service award recommendations
- Scholarships
- Events
- Etc.

These committees will serve for a specified period of time, or until the completion of any event or project to which they were elected or appointed as overseers.

The members of committees, will report to, and be responsible to the Steering Committee.

The Chairpersons of all Committees will have a voice in the Steering Committee, where their special purpose is reviewed, but will not have a vote, unless that Chairperson is already a member of the Steering Committee.

ARTICLE VI

Amendments to Operational Guidelines

These Operational Guidelines may be amended at any General Membership Meeting, by a two-thirds vote of those in attendance, providing that notification of the Date, Time, and Proposed Amendment, be published in the Chapter Newsletter when possible, as well as other methods of communication two weeks prior to the meeting.

The Operation Guidelines shall be reviewed every 3 years.