

**New York Forest Owners Association  
Northern Adirondack Chapter Operational Guidelines**

**NAME:** The name of this organization is the Northern Adirondack Chapter (NAC) of the New York Forest Owners Association (NYFOA).

**PURPOSE:** The purpose of the NYFOA and its chapters is summarized in NYFOA's mission statement. *"Through education, information and other services for its members and the general public, the not-for-profit NYFOA promotes private woodland owners' stewardship through development and implementation of desirable, comprehensive woodland practices."*

**MEMBERSHIP:** Membership in the Chapter is open to any member in good standing of the NYFOA.

**MEETINGS:** Regular meetings of the Board of Directors, which is responsible for organizing the day to day activities of the chapter, are typically twice a year in the fall and spring of the year. These dates are set in the beginning of the calendar year. These meetings are open to all members and all are encouraged to attend. Additional meetings may be called by the Chair, or by a majority vote of the Board of Directors.

**BOARD OF DIRECTORS:** The Board of Directors (BOD) shall be comprised of:

1. the elected officers of the Chapter.
2. any member of a standing committee.

**Elected officers:**

- Chair\* – term of two years.
- Vice-chair – Term of two years. Becomes Chair at end of term.
- Treasurer\*
- Secretary
- Chapter representative to NYFOA Board\* – "Chapters are to elect a Director to serve on the NYFOA Board of Directors. Chapter designated directors and at-large directors serve for up to two full three year terms. Individuals chosen to serve as a director need enthusiasm, experience, interest and ability to contribute to the planning, organization, and operation of a statewide association."

Any vacancy in the office of Vice Chair, Secretary, Treasurer, or Chapter Representative should be filled for the remainder of the term by appointment by the Chair in consultation with the BOD.

\*starred positions are required by NYFOA.

**Standing Committees:** The Chair appoints the person of each standing committee with concurrence of the BOD.

- Newsletter Editor
- Nominating
- Membership
- Fund Raising
- Program

These guidelines may be amended at a meeting of the Chapter by a simple majority of members.

Quorum for membership/BOD meetings shall consist of those members present at regular meetings regular shall constitute a quorum.