

## **GUIDELINES**

**Southeastern Adirondack Chapter, N.Y. Woodland Stewards. Inc.**  
**Originally Approved 7/2/96,**  
**Amended January , 2003**  
**September 16, 2004**

### **Article I: Name**

The name of the organization shall be the Southeast Chapter of the New York Woodland Stewards

### **Article II: Membership**

Membership shall be open to anyone in sympathy with the objectives of the Any member in good standing in the can be a member of the Southeast Adirondack Chapter upon notification to the State Association. Membership classes will be the same as for the State Association.

### **Article III: Annual Meeting**

The annual meeting of the organization shall be held during the months of January or February of each year.

### **Article IV: Officers**

#### **Section I: Officers**

The officers elected by the chapter shall include the Chairperson, Vice Chairperson, Secretary and Treasurer. The Chairperson can either act as the Chapter's Statewide Representative or appoint a volunteering member.

#### **Section II: Steering Committee**

The Steering Committee shall specifically consist of the elected officers, the immediate past Chairperson, any member of a standing committee, elected or appointed Statewide Office holders, and appointed Chapter Directors. Additionally, any interested member of the chapter may participate on the Steering Committee.

### **Article V: Nominations and Elections**

#### **Section I:**

All officers shall be elected by plurality of votes cast at the annual meeting. Any member in good standing shall be able to vote according to the state guidelines.

#### **Section II:**

The Chairperson shall appoint a nominating committee, whose duty shall be to submit nominations for officers prior to the election at the annual meeting. All candidates shall be active, individual or family members of the Chapter.

**Section III:**

In addition to the nominees presented by the nominating committee, nominations for all officers may also be made by any member of the organization prior to the balloting at the annual meeting.

**Section IV:**

Elected Officers and Steering Committee members shall take office at the close of the annual meeting at which they were elected and shall serve until their successors have been duly elected and installed, thus defining a period of one term, (approximately one year.) In the event of resignation or incapacity of any Officer, the vacancy may be filled by a vote of the Steering Committee may serve until the end of the next annual meeting.

**Article VI -- Amendment**

This constitution may be amended at any regular or special meeting called for that purpose by a two-thirds vote of those in attendance, providing notice was given at the previous meeting. All amendments shall be submitted to the membership in writing. (See Article III.) Any article in the Chapter Guidelines or Chapter Operating Guidelines that is in conflict with the Statewide Constitution or By-laws will be null and void, and the Statewide articles will take precedence.

## **OPERATING GUIDELINES**

### **Southeast Adirondack Chapter, New York New York Woodland Stewards**

#### **Article I: Membership and Dues**

1. Any person or organization interested in supporting the purpose of the organization who applies for membership and who tenders the necessary annual dues shall thereby be considered a member in good standing. Members not having paid their annual dues within six months after their anniversary date shall be dropped from the chapter. All dues are set by and payable to the State Association.
2. Chapter reimbursements from the State Association are set by the State Association.. The Southeast Adirondack Chapter can access extra dues, subject to majority vote by those members present at the chapter's annual meeting.

#### **Article II: Meetings**

1. Regular meetings of the organization shall be held four times a year; one each in winter, spring, summer, and fall.
2. Special meetings may be called by the Chairperson, or by a majority vote of the Steering Committee.



3. The Steering Committee shall meet at least once per quarter during the year. Special meetings of the Steering Committee may be called by the Chairperson or by a majority vote of the Steering Committee.

### **Article III: Duties of the Officers**

1. **Chairperson.** The Chairperson shall be elected for a period of one *term*. The Chairperson shall not serve more than two successive terms, and shall preside at all meetings of the organization and Steering Committee. Upon the election of the "new" Chairperson, the immediate "past" Chairperson shall serve one year on the Steering Committee. The Chairperson shall also attend State Board of Directors meetings (4) and contribute articles to the chapter newsletter (2 -4 ). The Chairperson shall also appoint the chair of any committee.
2. **Vice Chairperson.** The Vice Chairperson shall be elected for a period of one term or until a successor has been elected. In the absence of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson, and will assume any special duties assigned by the Chairperson. The Vice Chairperson will also be a member of the Program Committee and will assist in setting up local woods walks and meetings. The Vice Chairperson will also attend one state meeting per year and be responsible for correspondence concerning woods walks.
3. **Secretary.** The Secretary shall be elected for a period of one term or until a successor has been elected. The Secretary will be responsible for keeping complete and correct minutes of all regular and special Chapter and Steering Committee meetings, and shall notify all Steering Committee members of upcoming meetings. The Secretary will also send notices of meetings, and write-ups of woods walks, to local newspapers and the Forest Owner magazine.
4. **Treasurer.** The Treasurer shall be elected for a period of one term or until a successor has been elected. The Treasurer shall keep a record of the Chapter's financial transactions, receipts and payments therefrom of all expenses as approved by the Steering Committee. The Treasurer shall also prepare and present an annual financial report and other reports, as necessary, to the State Association. The Treasurer shall also be a member of the Chapter Membership Committee.
5. **The Steering Committee.** The Steering Committee shall meet at the call of the or upon the call of a majority of the Steering Committee members. A majority of its members shall constitute a quorum for the transaction of organizational business, approval of financial transactions over \$100.00, act upon proposals for membership approval, performs all other acts necessary for the preservation, prestige, and well-being of the organization, and determines all policies and procedures of the organization.

### **Article IV: Committees**

The organization shall have the following committees:

- ❖ History Committee, which maintains written, photographic and other media describing Chapter activities.
- ❖ Program Committee, which plans and coordinates woods walks and other member events.
- ❖ Membership Committee, which maintains a list of members in good standing, records attendance at Chapter events and promotes membership in the Chapter.
- ❖ Newsletter Committee, which produces and distributes the Chapter Newsletter. The editor of the Chapter Newsletter is responsible for the preparation and distribution of the Newsletter and event related notices deemed necessary by the Steering Committee.
- ❖ Publicity Committee - Creates content needed to publicize events and awards and distributes the content to the news media.
- ❖ Education Committee - responsible for the development and delivery of NYFOA related educational information to the general public and members.
- ❖ Awards Committee - nominates and recommends special Chapter recognition awards, when appropriate. Awards include but are not limited to: "Chapter Stewardship Recognition" and "Chapter Logger of the Year Recognition". All awards are subject to approval by the Steering Committee.
- ❖ Library Committee - maintains and manages the loaning of Chapter Library material to the members.
- ❖ Any other committees, standing or special, appointed by the Chairperson as necessary.
- ❖ A nominating committee appointed by the chairperson, per the Constitution, Article V, Section II.