

New York Forest Owners Association

Southern Tier Chapter Operational Guidelines

NAME: The name of this organization is the Southern Tier Chapter of the New York Forest Owners Association, formed and operating under the Bylaws of the New York Forest Owners Association.

PURPOSE: The purpose of the New York Forest Owners Association and its chapters is summarized in NYFOA's mission statement: *"The New York Forest Owners Association promotes sustainable woodland practices and improved stewardship of privately owned woodlands."*

MEMBERSHIP: Membership in the Chapter is open to any member in good standing of the New York Forest Owners Association.

MEETINGS: An annual membership meeting and election of officers will be held in conjunction with the chapter's spring potluck dinner gathering. Officers will be elected by a plurality of the members present, and will take office immediately following the election.

Meetings of the Steering Committee, which is responsible for organizing the day-to-day activities of the chapter, will take place in the spring and fall each year unless otherwise announced. Meetings of the Steering Committee are open to all members.

Special meetings may be called by the Chair, or by a majority vote of the Steering Committee.

STEERING COMMITTEE - The Steering Committee shall be comprised of:

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

Elected officers: **starred positions are required by state organization*

- Chair* -- term of one year, may have a second one-year term, and an additional term of one year as immediate past chair.
- Vice-chair -- term of one year; no limit to reelection
- Treasurer* -- term of one year, no limit to reelection
- 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 the enthusiasm, experiences, interest and ability to contribute to the planning, organization, and operation of a statewide association." (from NYFOA Bylaws)*
- Immediate past chair

Any vacancy in the office of Vice-chair, Secretary, Treasurer, or Chapter Representative should be filled for the remainder of the year by appointment by the Chair in consultation with the Steering Committees.

Standing Positions: The Chair shall appoint as needed individuals to fill the following Chapter organizational positions:

activities are reported to the NYFOA Treasurer on an annual basis.

Chapter receipts are derived primarily from the following sources:

1. Disbursement of a portion of membership dues from NYFOA to the Chapter.
2. Donations directly to the Chapter.
3. Chapter fund raising events such as raffles.
4. Registration fees for Chapter activities.

Chapter expenditures are primarily for:

1. Printing and distributing Chapter newsletters and announcements.
2. Conduct of educational events and programs.
3. Printing and distributing stewardship information.

Approved by Steering Committee and Chapter Chair on August 1, 2005