

**THE NEW YORK SOCIETY OF AMERICAN FORESTERS  
POLICIES AND PROCEDURES**

Adopted March 23, 2018

**PROHIBITED ACTIVITIES**

No part of the NY Society's net earnings shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the NY Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 1 of the NY SAF By-Laws.

**OFFICERS DUTIES**

The Secretary, or another officer as directed by the Executive Committee, conducts all elections and referendums which are not conducted by The Society. The Secretary reports the adoption of and amendments to these bylaws to the Chief Executive Officer of the Society; keeps the NY Society's minutes and sends a copy to each Executive Committee member and the Chief Executive Officer of the Society within 30 days of any meeting; acts as custodian of records, and performs such other duties as assigned by the Executive Committee or the Chair

The Treasurer, or another officer as directed by the Executive Committee receives, deposits, and disburses all monies. The Treasurer shall receive all NY Society and chapter dues; shall be the custodian of all funds and monies of the NY Society; and shall maintain one or more bank accounts for the account funds of the NY Society under his name as "New York Society of American Foresters." The Treasurer shall deposit to this account all monies received and shall draw against these accounts to meet legitimate and authorized bills and expenses. The books and accounts shall be submitted to audit at the regular annual winter meeting or at any other time as directed by the Chair. The Treasurer shall submit to the Chair on request statements showing the NY Society's existing financial status. The Treasurer shall prepare and present at the Annual Meeting a written report containing the itemized income and expense statements for the year's operations, a balance sheet as of the end of the Society's fiscal year, and an anticipated budget for the new fiscal year. In addition, the Treasurer shall send to The Society's Chief Executive Officer all information required by Internal Revenue Service Form 990 and, any other Internal Revenue Service reporting requirements. The Treasurer shall serve without bond.

**COMMITTEES RESPONSIBILITIES**

The NY Society's standing committees shall be: Executive, Program, Legislation and Forest Policy, Nominating, Tellers, Auditing, and Professional Recognition. With the approval of the Executive Committee, the NY Society chair shall appoint all standing committee members with

the exception of the Executive Committee, and appoint members to other special committees authorized by the Executive Committee.

**A. EXECUTIVE COMMITTEE.** This Committee shall consist of the NY Society Chair, Chair-Elect, immediate Past-Chair, Secretary, Treasurer, Chapter Chairs, and two Members At Large (serving a two year term). The first Member At Large will serve as the Chair of the Nominating and Professional Recognition Committee. This person must have either held a NY SAF statewide office or be a SAF Fellow. The second Member At Large must be a NY SAF Member out of college for five years or less. This person must serve on at least one additional committee of their choice. The NY Society Chair is the Chair of the Executive Committee. The Executive Committee shall supervise the NY Society's affairs and interests and its contact with The Society; shall control the expenditure of all funds; recommend changes in annual dues, and approve the place, date, and program of all meetings. This Committee shall have the authority to fill by appointment the unexpired term of any Executive Committee member or the NY Society Officers. However, the Chair-Elect shall automatically succeed to the office of Chair if this position becomes vacant. The Executive Committee shall advise the Chair on all matters presented to the Committee and act for the NY Society on urgent matters which require immediate attention in the interim between the NY Society's meetings. Any action of the Executive Committee shall be subject to a referendum vote upon petition of at least two percent, but in no case less than 10, of the NY Society's voting members. The business of this committee may be transacted by mail, telephone, or electronic mail, but at least two meetings of the Executive Committee shall be held annually.

**B. PROGRAM COMMITTEE.** The Program Committee is responsible for organizing the program of, and making arrangements for, meetings of the NY Society. The Chair-Elect shall serve as Chair of this committee which shall have at least three members. The Program Committee shall recommend the specific time, place, and program for the NY Society's annual meeting to the Executive Committee through the Chair at least eight (8) weeks before the dates suggested for such meeting, and send the meeting's agenda to The Society's Chief Executive Officer at least 30 days in advance of the planned meeting.

**C. LEGISLATION AND FOREST POLICY.** The Legislation and Forest Policy Committee shall consist of six members, none of whom may be members of the Executive Committee, serving three year terms with two terms expiring annually. This committee shall work directly with The Society's Director of Forest Policy or other similar position. The committee shall review and keep NY Society's members informed of pending or proposed legislation. It shall review forest policy issues and position statements referred to or originating with the NY Society. The Committee shall recommend to the Executive Committee and the NY Society positions on policy issues and make recommendations for positions' modification, reaffirmation, or termination. NY Society's policies and resolutions shall be expressed by position statements and other means approved by the Executive Committee to legislators, public agencies, interested groups, and individuals concerned with formulation of laws, regulations, and public policies. Said position statements shall be distributed or pronounced only after approval by the Executive Committee and The Society.

**D. NOMINATING AND PROFESSIONAL RECOGNITION COMMITTEE.** The Committee shall consist of three members serving one year terms. For each elective position to be filled, this committee shall nominate candidate(s) from the eligible NY Society members. The nominations shall be transmitted to the NY Society Chair and Secretary at least two weeks before the date of the ballot. Written acceptance (hard copy or digital) from each nominee shall accompany the nominations to the Chair and Secretary. The committee shall also solicit from the membership of the NY Society, or develop on their own, persons to receive NY Society awards and other appropriate recognition.

**E. TELLERS AND AUDITING COMMITTEE.** The Committee shall consist of at least three members serving two year terms. The committee shall assemble at the time and place set by the Secretary or Chair to count the ballots and shall certify the results of elections to the NY Society Chair and Secretary.

This committee shall also inspect the Treasurer's financial records at the end of the fiscal year. This committee shall certify the accuracy of the Treasurer's financial statements and shall report the results of the audit to the NY Society Chair and membership.

#### **AMMENDMENTS**

These policies and procedures may be amended by a majority vote of the executive committee.