

Operational Guidelines
CONSTITUTION

Allegheny Foothills Chapter, New York Forest Owners Association, Inc.

ARTICLE I: Name

The name of the organization shall be the Allegheny Foothills Chapter, New York Forest Owners Association, Inc.

ARTICLE II: Membership

Membership shall be open to anyone in sympathy with the objectives of the New York Forest Owners Association, Inc. Any member in good standing with the state association may be a member of the Allegheny Foothills Chapter upon notifying the state association of their desire to have local membership in the Allegheny Foothills Chapter. Membership classes will be the same as the state association; individual, family, contributing, and sponsoring.

ARTICLE III: Annual Meeting

The annual meeting of the Allegheny Foothills Chapter shall be held at the annual picnic in July.

ARTICLE IV: Officers

Section I: Officers

The officers elected by the chapter membership shall include the Chairperson, Vice-chairperson, Secretary and Treasurer.

Section II: Steering Committee

The Steering Committee shall consist of the elected officers, the Chapter Directors and any member in good standing that may be appointed by the chairperson with the approval of the sitting Steering Committee.

ARTICLE V: Nominations, Elections and Terms

Section I: Method of Election

All officers shall be elected by a plurality of votes cast at the annual meeting. Any member in good standing shall be able to vote according to the state association's guidelines which are as follows:

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Individual Membership -	one vote
Family Membership -	two votes
Contributing Membership -	one vote
Sponsoring Membership -	one vote

Section II: Nominating Committee

The Chairman shall appoint a nominating committee whose duty it shall be to submit nominations for officers to the newsletter editor for publication in the May/June Newsletter. The nominating committee shall include a notification of the date and time of the annual meeting in the article naming the nominees. The nominating committee shall consist of three members in good standing and shall be appointed at the last Steering Committee meeting before the annual Christmas Party and regular meeting. Their names shall be announced at the December meeting and they shall serve until the elections are completed at the July annual meeting.

Section III: Nominations from the general membership

Any two members in good standing may nominate any other member in good standing for any of the elected officer positions at any time prior to the balloting at the annual meeting.

Section IV: Quorum

A quorum shall consist of all the members in good standing present at the annual meeting.

Section V: Term of office

The Chairperson, Vice-chairperson and Secretary shall take office at the close of the annual meeting at which they were elected and shall serve until the close of the annual meeting of the following year. The Treasurer shall serve from the close of the annual meeting at which he/she was elected and shall serve until the close the second annual meeting after election.

Chapter Directors and all other appointed members of the Steering Committee shall serve from the first Steering Committee meeting following the annual meeting and elections until the close of the first Steering Committee meeting following the next annual meeting and elections. There is no limit on the number of terms that may be served by non-elected members of the Steering Committee but each will be appointed annually for a term of one year by the newly elected chairperson and officers.

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In the event of the resignation or incapacity of any elected officer, the vacancy may be filled by any member in good standing elected by a majority vote of the Steering Committee members. Officers elected by the Steering Committee to fill vacancies shall serve until the close 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 that notification of the date, time and purpose of the meeting was published in the chapter newsletter prior to the meeting and that all amendments were submitted to the membership in writing at least thirty days prior to the meeting called to consider the amendment of the constitution.

BYLAWS

Allegheny Foothills Chapter, New York Forest Owners Association, Inc.

ARTICLE I: Membership and Dues

Section 1. Any person or organization interested in supporting the purpose of the organization who applies for membership and tenders the necessary annual dues shall thereby be considered a member in good standing. Members not having paid their dues within six months after their anniversary date shall be dropped from membership in the chapter. All dues are payable to the state association as follows:

Individual -	\$20.00
Family -	25.00
Contributing -	30.00 - 100.00
Sponsoring -	101.00 and up

Section 2. The chapter will be reimbursed \$4.00 from the state association for each new membership and each membership renewal.

ARTICLE II: Meetings

Section 1. Regular and Special Membership Meetings: Regular meetings of the chapter shall be held at the Annual Picnic in July and at the annual Christmas Party in December

Special 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 appear in the newsletter

prior to the special meeting.

Regular and Special Membership Meetings shall be for dissemination of information pertinent to the proper running of the Chapter, election of officers, approval of expenditures exceeding \$500.00 and amendment of the Constitution or Bylaws.

Section 2. Steering Committee Meetings: The Steering Committee shall meet at least four times per year. Steering Committee meetings may be called by the Chairperson or by a majority vote of the members of the Steering Committee. To be an official meeting of the Steering Committee all members of the Steering Committee must be notified at least one week prior to any meeting of the Steering Committee by phone or mail. Meetings of the Steering Committee will be to transact Chapter business as set forth in Article III, section five of the Bylaws.

Section 3. All committee meetings of the Allegheny Foothills Chapter are open to the general membership. Voice at these meetings may be granted to the general membership at the discretion of the sitting committee.

ARTICLE III: Duties of the Officers and Steering Committee

Section 1. Chairperson: The Chairperson shall be elected for a term of one year. The Chairperson shall preside at all regular and special meetings of the chapter and at all Steering Committee meetings. The Chairperson shall not be elected for more than two consecutive full terms. Upon election of a new Chairperson the immediate past Chairperson shall serve one year on the Steering Committee. The Chairperson shall contribute articles to the newsletter and coordinate the programs of the chapter.

Section 2. Vice-Chairperson: The Vice-Chairperson shall be elected for a term of one year. In the absence of the Chairperson the Vice-Chairperson will assume the duties of Chairperson. The Vice-Chairperson shall assume any special duties as assigned by the Chairperson.

Section 3. Secretary: The Secretary shall be elected for a term of one year. The Secretary shall keep, complete and correct the minutes of all regular and special membership meetings and all Steering Committee meetings. The Secretary shall notify all members of the Steering Committee of the date and times of upcoming meetings.

Section 4. Treasurer: The Treasurer shall be elected for a term of two years. The Treasurer shall keep a record of all financial transactions, receipts, and expenditures of the Chapter. The Treasurer shall submit financial reports at each Steering Committee meeting, each regular membership meeting and annually to

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the state association.

Section 5. Steering Committee: The Steering Committee shall have a quorum to transact business if one half of its members are present. The Steering Committee shall meet to transact the business of the Chapter, approval of financial transactions over \$100.00 and under \$500.00 and to perform all other acts necessary for the preservation, prestige and well being of the Chapter and to determine all policies and procedures of the organization.

ARTICLE IV: Chapter Directors

Section 1. Chapter Directors: As stated in Article V, section 5 of the Constitution all Chapter Directors are appointed by the Chairperson and elected officers 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 in the following sections of Article IV.

Section 2. 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.

Section 3. Membership Coordinator: The Membership Coordinator will meet as necessary to discuss Chapter membership, new and renewal, and develop plans for new member attraction and current member retention.

Section 4. Newsletter Editor: The Newsletter Editor will see to the organization and publication of a Chapter Newsletter. The Chapter Newsletter shall be published 6 times per year at the beginning of January, March, May, July, September, and November. The May/June issue shall include notification of date, time and place of the annual picnic, meeting, and elections with a slate of nominations for chapter officers and any other business to be transacted at that time. The November/December issue shall include notification of the annual Christmas Party and any business to be transacted at that regular meeting.

Section 5. Publicity Coordinator: The Publicity Coordinator shall send out, to as many newspapers, radio and television stations as appropriate, information regarding the activities of the Chapter and state association that are open to the public.

Section 6. Fund Raising Coordinator: The Fund Raising Coordinator shall oversee the fund raising activities of the Chapter. These are not limited to, but

shall include, the annual nut collection.

Section 7. State Association Representative: The State Association Representative shall be responsible for attending state meetings, keeping the Chapter and Steering Committee informed on all state association actions and policies. The State Association Coordinator shall also submit, for the approval of the Steering Committee, any policies, procedures or other suggestions or directives that are deemed appropriate for the Chapter to submit to the State Association board of directors or at a State Association general meeting. The State Association Coordinator shall also submit news and information of local activities to the New York Forest Owner.

Section 8. Chapter Store Manager: The Chapter Store Manager shall be responsible for setting up and maintaining a chapter store. The Chapter Store Manager will have the store available at the regular meetings in July and December and as many other chapter functions as possible. The Chapter Store Manager shall maintain records of all receipts and expenditures and transmit those to the Treasurer at quarterly intervals (March, June, September, December).

ARTICLE V: Temporary or Special Function Committees

Temporary or Special Function Committees may be created by the Chairperson with the approval of the Steering Committee to provide necessary services to the Chapter such as; Nominations, outstanding service award, scholarship, etc. These committees will serve for a specified period of time or until completion of a specified project. The members of the committee will report to and be responsible to the Steering Committee. The Chairperson of the committee will have a voice on the Steering Committee where their special purpose is concerned but will not have a vote on the Steering Committee unless the Chairperson is already a member of the Steering Committee.

ARTICLE VI: Amendment

These by-laws may be amended at any regular or special meeting called for that purpose by a two thirds vote of those in attendance, providing that notification of the date, time and purpose of the meeting was published in the chapter newsletter prior to the meeting and that all amendments were submitted to the membership in writing at least thirty days prior to the meeting called to consider the amendment of the by-laws.