

**Southern Finger Lakes Chapter Operational Guidelines
New York Woodland Stewards, Inc.**

Article 1 - NAME

The name of this organization is the Southern Finger Lakes Chapter of the New York Woodland Stewards, Inc.

Article 2 - PURPOSE

The Southern Finger Lakes Chapter of the New York Woodland Stewards shall have the following purposes:

- 1) Promote and represent private woodland stewardship through the development and implementation of desirable, comprehensive woodland practices.
- 2) Promote and sponsor public education and understanding of woodland stewardship in accordance with the policies of New York Woodland Stewards, Inc.

Article 3 - MEMBERSHIP

Membership shall be those members in good standing of New York Woodland Stewards residing in or owning forestland in the area designated by New York Woodland Stewards, Inc - including Tompkins, Tioga, Schuyler, and Chemung Counties.

Article 4 - GOVERNANCE

The Chapter shall be managed by the Steering Committee, comprised of:

- 1) Elected officers of the Chapter
- 2) At-large members of the Southern Finger Lakes Chapter.

Elected officers:

Chair - The Chair shall have general supervision of the officers of the Chapter and shall conduct scheduled meetings of the Steering Committee.

Vice-chair - The Vice-chair shall act in the absence of the Chair.

Treasurer - The Treasurer shall receive and disburse the funds of the Chapter and shall keep the Steering Committee informed about fiscal activities of the Chapter. The Treasurer shall submit a written financial statement at the end of the calendar year.

Secretary - The Secretary shall record the proceedings of the Steering Committee.

Chapter representative to New York Woodland Stewards Board - The Steering Committee shall elect a representative to serve on the New York Woodland Stewards Board of Directors. The Chapter representative shall contribute to and report the activities of the Board to the Chapter Steering Committee.

Standing officers:

Membership officer - The Chair appoints the standing officer with the concurrence of the Steering Committee. The membership officer shall represent the Chapter and New York Woodland Stewards to encourage new and renewing members of the organization. Membership is recognized as the essential component to the long-term success of the Chapter.

The Steering Committee may appoint other officers as needed to conduct the business of the Chapter. All officers shall hold office from January 1 to December 31, and until his / her successor has been duly elected and qualified.

Article 5 - MEETINGS

Regular meetings of the steering Committee will be the first Tuesday of February, April, June, August, October, and December or as 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.

Article 6 - FISCAL RESPONSIBILITY AND DISPOSAL OF ASSETS


No part of the net earnings of the Chapter shall inure to the benefit or be distributed to members, officers, or individuals except for reasonable expenses for services or goods procured on behalf of the Chapter.

In the event of dissolution of the Chapter, assets will be distributed to New York Woodland Stewards, Inc. or an organization with similar objectives if New York Woodland Stewards is no longer active.

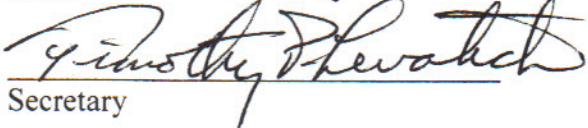
Article 7 - AMENDMENT OF GUIDELINES

These Operational Guidelines may be amended, altered, or repealed and new Operational Guidelines may be made at any Steering Committee meeting, provided that any notice of such meeting include the proposed amendment, alteration, or repeal of the Operational Guidelines.

Dated this 5th day of October, 2004



Chair



Secretary