

## New York Forest Owners Association Capital District Chapter Operational Guidelines

**NAME:** The name of this organization is the Capital District 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 holiday gathering, or by December 31 of each year. Officers will be elected by a plurality of the members present, and will take office on the January 1 following the election.

Regular meetings of the Steering Committee, which is responsible for organizing the day-to-day activities of the chapter, will be the second Wednesday of January, April, July, and October, 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.

**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
- Secretary -- 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 Nominating and Steering Committees.

**Standing Committees:** The Chair appoints the chair of each standing committee with concurrence of the Steering Committee. Committee chairs will serve until a successor is appointed. The members of each standing committee will be chosen by the chair of that committee, with the approval of the Chapter Chair, and will serve during the tenure of the committee chair.

- Newsletter -- The chapter newsletter is sent to each member 4 times per year. The deadlines for submission are January 1, March 30, June 30, and September 30. The newsletter editor also provides event updates to the website coordinator.
- Nominating
- Membership Committee
- Program
- Publicity - responsible for communications and outreach designed to inform the general public or selected groups of programs and functions of the Chapter and NYFOA.
- Public policy - This committee works in conjunction with the Public Policy Committee of the state organization.
- Awards and Scholarships
- Chapter Historian
- Ad hoc committees may be established as necessary.

*These guidelines may be amended at a meeting of the Chapter by a simple majority of the members present provided that the proposed changes shall have been submitted to the entire membership at least two weeks in advance.*

*Quorum for membership meetings: Those members present at regular and annual meetings of the membership shall constitute a quorum.*

*A plurality is the number of votes cast for a winning candidate, if this number is less than a majority but more than that cast for any other candidate. A majority is more than 50% of the votes cast.*