

New York Forest Owners Association, Inc.

**ALLEGHENY FOOTHILLS CHAPTER – “OPERATIONAL GUIDELINES”**

**Amended/Approved 7/20/2019**

\*Committee members:

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ARTICLE I

**Name, Territory**

Section 1: Name

The name of the organization shall be:

“Allegheny Foothills Chapter” – “New York Forest Owners Association, Inc.”

AFC-NYFOA or NYFOA-AFC interchangeably

Section 2: Territory

The NYFOA-AFC boundaries are:

Allegheny, Cattaraugus & Chautauqua Counties.

ARTICLE II  
**Membership**

Section 1:

MEMBERSHIP shall be open to anyone in sympathy with the mission and objectives of the New York Forest Owners Association, Inc.

Any member in good standing with the State Association may be a member of Allegheny Foothills Chapter.

Membership classifications will be the same as the State Association.

Members not having paid dues, within six months after their anniversary date, shall be dropped from membership in the Allegheny Foothills Chapter.

## ARTICLE III

### Meetings

#### Section 1: General Membership Meetings:

1-a General Membership meetings of the NYFOA-AFC shall be held at the Annual Picnic in the Summer and at the Annual Christmas Party in December. Election of officers and the appointment of the other steering committee positions will occur at the Summer general membership meeting.

1-b Special Membership 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 occur at least Two (2) weeks, prior to the meeting date.

1-c Special Membership Meetings shall be for dissemination of information pertinent to the running of the Chapter, election of mid-year officer vacancies, approval of expenditures exceeding \$500.00 and amendments to the Chapter Operational Guidelines.

Section 2: Steering Committee Meetings: Shall meet a minimum of 4 times a year. Steering Committee meetings may also be incorporated into Special Events, e.g. woods walks, with two weeks' notice to the membership.

## ARTICLE IV

### Governance

#### (Duties of the Officers and the Steering Committee)

##### Section 1: Steering Committee

The Steering Committee shall consist of all Elected Officers,(Chairman, Vice chairman, Secretary and Treasurer) as well as Coordinator positions including, but not limited to: newsletter editor, program coordinator, membership coordinator and PR coordinator and State Association Coordinator. These coordinator positions may be any member in good standing that is appointed by the Chairperson, with the approval of the sitting Steering Committee. There will also be **4** Steering Committee members who will serve in at-Large positions.

A Quorum of the Steering Committee is defined as half of the Elected Officers plus at least half of its remaining members. The Steering Committee shall meet to conduct all Chapter business with special emphasis on educational endeavors for the AFC membership and other interested citizens. Mission will be consistent with the NYFOA vision, mission and by-laws.

Once a quorum is present a majority of those present is required to accept or reject a motion.

##### Section 2: Chairperson:

The Chairperson shall be elected for a term of one year.

The Chairperson shall preside at all Regular Meetings, Special Meetings, and Steering Committee Meetings of the Allegheny Foothills Chapter of NYFOA.

The Chairperson shall not be elected for more than **four** consecutive full terms.

The Chairperson, after stepping down from the position, may serve as an ex officio member of the Steering Committee. An ex officio member is a non – voting member and cannot be counted in determining the number required for a quorum.

##### Section 3: 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 the Chairperson.

Section 4: Secretary:

The Secretary shall be elected for a term of one year.

The Secretary shall keep correct and complete minutes of all Regular Meetings, General Membership Meetings and Steering Committee Meetings.

Section 5: Treasurer:

The Treasurer shall be elected for a term of two years.

The Treasurer shall keep records of all financial transactions, receipts, and expenditures for the Allegheny Foothills Chapter and shall submit financial reports at each Steering Committee Meeting, each General Membership Meeting, and annually, a report to the State Association.

## Article IV **Governance** (Cont'd)

### Section 6: Chapter Coordinators:

All Chapter Coordinators are appointed by the Chairperson with approval of the sitting Steering Committee 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 below.

#### Section 6-a: 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 6-b: Membership Coordinator

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

#### Section 6-c: Newsletter Editor:

The Newsletter Editor will see to the organization and publication of a Chapter Newsletter.

#### Section 6-d: Publicity Coordinator:

The Publicity Coordinator shall send out, to as many newspapers, radio & TV stations, as appropriate, information regarding the activities of the Chapter and the State Association, that are open to the public.

#### Section 6-e: State Association Coordinator (SAC):

The State Association Coordinator shall be responsible for attending State meetings, & keeping the Chapter and its Steering Committee informed on all state association actions and policies. The SAC shall also submit, for the approval of the Steering Committee, any policies, procedures or other suggestions or directives from the State Association that are deemed appropriate for the Chapter and inform the NYFOA Board of Directors of the AFC Chapter's response. The SAC shall also submit news and information of local activities to the *New York Forest Owner* Periodical

Article V

**Temporary Committees**

Section 1:

Temporary 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 awards.

Scholarships.

Events.

Etc.,

These committees will serve for a specified period of time, or until the completion of any event or project to which they were elected or appointed as overseers.

The members of committees, will report to, and be responsible to the Steering Committee.

The Chairpersons of all Committees will have a voice in the Steering Committee, where their special purpose is concerned, but will not have a vote, unless that Chairperson is already a member of the Steering Committee.



Article VI

**Amendments to Operational Guidelines**

Section 1.

These Operational Guidelines may be amended at any General Membership Meeting, by a two thirds vote of those in attendance, providing that notification of the Date, Time, and Proposed Amendment, be published in the Chapter Newsletter as well as other methods of communication two weeks prior to the meeting.

The Operation Guidelines shall be reviewed every 2 years.