

October 15, 2009

## **BYLAWS OF THE OUACHITA SOCIETY OF AMERICAN FORESTERS**

### **ARTICLE 1: NAME AND OBJECTIVES**

This organization is a unit of the Society of American Foresters (the Society) and shall be known as the "Ouachita Society of American Foresters" (Ouachita SAF). As provided in Article VI, Section 1 of the Constitution of the Society of American Foresters the *Ouachita SAF*<sup>1</sup> is comprised of all the counties within the states of Arkansas and Oklahoma.

The objectives shall be:

- (1) to advance the science, education, technology, and practice of forestry; to enhance the competency of its members; to establish professional excellence; and to use the knowledge, skills, and conservation ethic of the profession to ensure the continued health and use of forest ecosystems and the present and future availability of forest resources to benefit society.
- (2) to provide an opportunity for better communication among the individual members, their regional representatives and the Society.

### **ARTICLE 2: ACTIVITIES LIMITED TO EXEMPT PURPOSES**

No part of the net earnings of the *Ouachita SAF* shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the *Ouachita SAF* 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 hereof. No substantial part<sup>2</sup> of the activities of the *Ouachita SAF* shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the *Ouachita SAF* shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. In the case of a written request from a governmental body, committee, or subdivision, the *Ouachita SAF* shall provide technical assistance and advice providing the *Ouachita SAF* deems it appropriate to provide such assistance. Notwithstanding any other provision of these articles, the *Ouachita SAF* shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

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<sup>1</sup>The term "state society" used herein applies to either a state society, a multi-state society (more than one state), or an intra-state society (having separate boundaries within the same state, e.g., Northern California SAF and Southern California SAF). The term "the Society" refers to the national Society of American Foresters.

<sup>2</sup>Greater than five percent (5%) of your annual budget.

### ARTICLE 3: MEMBERSHIP

Every member of the Society in good standing is entitled to membership in the *Ouachita SAF* in which the member has established domicile. The domicile of a member shall be the member's principal home or residence, unless the member's place of business and professional affiliations lie within the territory of another state society, when, by notification in writing to the national office, the member may establish domicile with said other state society for the purpose of state society membership. An individual may be a voting member of and be eligible for office holding in only one state society.

Only voting members, as defined in the Society's Constitution, in good standing, shall be entitled to vote on any question before the *Ouachita SAF*. Other members may attend any meeting of the *Ouachita SAF* and take part in the discussions, but shall have no vote. Members of a student chapter shall be entitled to vote only on any question before the student chapter.

Membership in the *Ouachita SAF* may be terminated by (1) voluntary resignation, (2) failure to pay dues, (3) expulsion from the Society for unprofessional conduct, or (4) transfer of domicile to another state society.

### ARTICLE 4: DUES

The annual dues of the *Ouachita SAF* shall be due upon receipt of the invoice. With the exception of Student Members who shall not be assessed, dues shall be collected by the Society concurrently with the collection of national dues and transmitted to the Treasurer of the *Ouachita SAF*.

Members who have not paid national and *Ouachita SAF* dues by March 1 shall be notified by the Society that they are in bad standing, and thus ineligible to vote, to receive Society publications, to be a candidate for office, or to hold office until the dues are paid.

A member who transfers to another state society and has paid annual dues in the state society from which the transfer is being made shall not be required to pay additional dues for the year of transfer and shall automatically become a member of the state society to which transferred for the remainder of the year.

New members admitted during the year shall pay pro-rata dues beginning with the quarter after the admission is accepted. No member shall be entitled to a return of fees or dues upon discontinuance of membership.

### ARTICLE 5: OFFICERS

The officers of the *Ouachita SAF* shall include a Chair, a Chair-Elect, a Secretary, a Treasurer, and such other officers as may be found necessary. Officers shall be voting members of the Society and the *Ouachita SAF* for the duration of their terms. Terms shall be for one year and commence on January 1.

The Chair-Elect is elected for a one-year term and automatically shall become Chair for the subsequent term. The Secretary and Treasurer may be elected or appointed. The Secretary and Treasurer may be the same person.

In the event the Chair is unable to complete the full term of office, the Chair-Elect shall succeed and complete the unexpired term prior to serving the full term as Chair. Should this occur, the Executive Committee by a majority vote shall appoint a replacement Chair-Elect who shall assume the duties of the vacant office until the next regular election of officers. In the event the Chair-Elect is unable to complete the term of office and succeed to the office of Chair, the Executive Committee shall appoint an acting to serve until the next election at which time both a chair and a chair-elect shall be elected. Vacancies in the offices of Secretary and Treasurer shall be filled by the Executive Committee.

#### ARTICLE 6: DUTIES AND RESPONSIBILITIES

The Chair shall be responsible for developing and continuing *Ouachita SAF* activities during the term of office and for organizing the membership toward meeting the objectives. The Chair shall preside at meetings of the *Ouachita SAF*; serve as chair of the Executive Committee and as ex-officio member of all other committees; oversee the business affairs; appoint, with the approval of the Executive Committee, the standing committees and other special committees; act as the official delegate to the House of Society Delegates, or, with the approval of the Executive Committee, appoint an alternate; and perform all other duties commonly incident to such office.

The Chair-Elect, in the absence of the Chair, shall preside at *Ouachita SAF* meetings and act for and assist the Chair in conducting *Ouachita SAF* affairs, as may be requested by the Chair.

The Secretary or another officer as described by the Executive Committee shall conduct all *Ouachita SAF* elections and referendums which are not conducted by the national office of the Society; keep the minutes of the *Ouachita SAF*'s meetings and send a copy to the Executive Vice-President; conduct correspondence; announce meetings; send agenda for meetings to the Executive Vice-President 30 days in advance when possible, and perform such other duties as may be assigned by the Executive Committee or Chair. The Secretary shall prepare and present at the annual meeting a report on the *Ouachita SAF*'s activities, and shall provide a copy of the report to the Executive Vice-President. The Secretary shall report to the Executive Vice-President the adoption of any amendment to these bylaws.

The Treasurer or another officer directed by the Executive Committee shall act as custodian of the *Ouachita SAF*'s accounting records and accounts; receive and deposit all moneys and disburse all moneys authorized by the Chair (or Executive Committee) on behalf of the *Ouachita SAF*; and perform such other duties as may be assigned by the Executive Committee or the Chair. He/she shall prepare and present at the annual meeting a report of the *Ouachita SAF*'s financial status, including an income and expense statement for the year's operations and a balance sheet as of the end of the Society's fiscal year, i.e., December 31. Upon certification by the Auditing Committee, copies of the written report shall be submitted to the Chair and to the Executive Vice-President. **The Treasurer is responsible for ensuring that the state society remains in compliance with all state and federal tax laws.**

## ARTICLE 7: ELECTIONS

Nominations made by the Nominating Committee shall be transmitted to the Chair with a copy to the Secretary by September 15. Nominations by the membership at large, if endorsed by at least 25 voting members in good standing and presented to the Secretary in writing by September 15, shall be included on the mail ballot.

Election of officers shall be by ballot in October. Elections will be conducted electronically and a provision will be made for those members who are not connected to the internet so they are able to vote. The ballots shall be counted by December 1. Election results will be reported to the national office not later than December 8.

The outcome of all elections shall be determined by a plurality or simple majority of those voting. In the case of a tie vote, a run-off election shall be held within one month. Any paper ballots shall be counted by a Tellers Committee who shall promptly certify the results of the election to the Chair, the Executive Committee, the Executive Vice-President (by December 8), and all candidates for office. The membership shall be informed of the election results as soon as possible.

## ARTICLE 8: STANDING COMMITTEES

Standing committees of the *Ouachita SAF* shall include, but not be limited to, the Executive, Nominating, Tellers, and Auditing Committees. The Chair of the *Ouachita SAF* with the approval of the Executive Committee, shall appoint a chair and members of the standing committees, except as specified below for the Executive Committee. The Chair of the *Ouachita SAF* serves as ex-officio member of each committee. [A skeletal charter is attached.]

A. **EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the Chair of the *Ouachita SAF* acting as chair of the committee and other officers of the *Ouachita SAF*. The Executive Committee shall give general supervision to the affairs and interests of the *Ouachita SAF* and its contacts with the national Society; shall control the expenditure of all funds; and approve the place, date and program of all meetings. The Executive Committee shall adopt a charter for each of the other committees, outlining the objectives, organization, and activities of the committees. Each incoming Chair shall recommend to each new Executive Committee at its first meeting additions, deletions, and changes in committee charters. Action on any charter, however, may be taken at any Executive Committee meeting. The Committee shall fill by appointment the unexpired term of any Executive Committee member; approve or disapprove proposed appointments by the Chair; advise the Chair on all matters which the Chair presents to the committee; and act for the state society on urgent matters which require immediate action between state society meetings. Committee business may be transacted by mail ballot but at least one committee meeting shall be held annually. Any action of the Executive Committee shall be subject to a member referendum upon petition of at least two percent but in no case less than 10 of the voting members of the *Ouachita SAF*.

B. **NOMINATING COMMITTEE.** The Nominating Committee shall operate in accordance with the committee charter. This committee shall nominate from eligible *Ouachita SAF* members at least two candidates for each elective office and obtain agreement to serve if elected from each nominee, and send the nominations and agreements to serve to the Secretary by September 1. If, for any

reason, a nominee is found by the Secretary to be ineligible, the Nominating Committee shall provide another nomination by September 15.

C. **TELLERS COMMITTEE.** The Tellers Committee shall operate in accordance with the committee charter. This committee shall assemble at the time and place set by the Secretary to count ballots and shall certify the results of elections to the Chair and Executive Committee.

D. **AUDITING COMMITTEE.** The Auditing Committee shall operate in accordance with the committee charter. This committee, at the conclusion of the fiscal year, shall inspect the financial records of the Treasurer. The committee shall certify the accuracy of the financial statements prepared by the Treasurer and shall report the results of the audit to the Chair and the membership.

#### ARTICLE 9: SPECIAL COMMITTEES

A. **SPECIAL COMMITTEES**, authorized by the Executive Committee, shall be appointed by the Chair. Such committees may include: membership, program, forest policy, communication, etc.

#### ARTICLE 10: STATE DIVISIONS AND/OR CHAPTERS

A. **STATE DIVISIONS** (of multi-state societies). A State Division may be authorized by the Executive Committee upon written petition of 30 or more voting members resident in the state and upon approval by referendum<sup>3</sup> of the members in the state. The boundaries of a State Division shall follow state lines except in cases approved by the Council. The authorization for a State Division may be rescinded by the Executive Committee or upon the affirmative vote of at least 10 members of the Council. A State Division shall hold at least one meeting each year to retain authorization and be governed by a set of officers as described for state societies.

State Divisions may adopt bylaws subject to the approval of the Executive Committee and the Council, provided that no part thereof shall conflict with the Constitution and Bylaws of the Society.

A State Division shall report promptly to the state society Chair and the Executive Vice-President, the election of State Division officers, the adoption of State Division bylaws and amendments thereto, and shall report at least once a year on the activities of the State Division. Actions or recommendations of a State Division will be transmitted to the Ouachita SAF for recommendation to the Council.

The Ouachita SAF is authorized to appropriate funds to the State Division for the conduct of its business.

Upon request, the Executive Vice-President will collect and forward dues of State Divisions, and may provide mailing labels, membership rosters, and other automation products.

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<sup>3</sup>Council action November 18-19, 1981, provides "that on matters of reorganization, the Council will not consider a petition to conduct a referendum to establish or disestablish a State Society where the establishment decision had been based on a properly conducted referendum within previous two-year period. The decision, where determined by referendum, shall stand for at least two years."

B. CHAPTERS. A Chapter within the Ouachita SAF or state division may be authorized by the Executive Committee upon written petition of 15 or more voting members resident in an area where a strong local organization may be effected. The boundaries of a Chapter shall be established by the Executive Committee. Where a viable Chapter can be sustained only by including members from both sides of a state boundary, the Chapter shall be affiliated with the *Ouachita SAF State Division* in which the majority of the Chapter members are resident.

A Chapter shall hold at least one meeting each year to retain its authorization and be governed by a set of officers as described for the *Ouachita SAF*.

The authorization for a Chapter may be rescinded by the Executive Committee or upon the affirmative vote of at least 10 members of the Council.

Chapters may adopt bylaws subject to the approval of the Executive Committee and the Council, provided that no part thereof shall conflict with the Constitution and Bylaws of the Society.

A Chapter shall report promptly to the *Ouachita SAF* Chair and the Executive Vice-President the election of Chapter officers, the adoption of Chapter bylaws and amendments thereto, and shall report at least once a year on the activities of the Chapter. Actions or recommendations of a Chapter on Society affairs will be transmitted to the *Ouachita SAF* or state division for recommendation to the Council.

The *Ouachita SAF* or a State Division is authorized to appropriate funds to the Chapter for the conduct of its business.

Upon request, the Executive Vice-President will collect and forward dues of Chapters, and may provide mailing labels, membership rosters, and other automation products.

C. STUDENT CHAPTERS. Student Chapters may be authorized within Ouachita SAF by the Executive Committee upon written petition of 15 or more Student Members at an institution designated as SAF-accredited or as a candidate institution for accreditation or an SAF-recognized forest technician training program, or upon written petition of 15 or more voting members.

Student Chapters shall be composed of Student Members and other Society members employed by an institution designated as SAF-accredited or as a candidate institution for accreditation or by an SAF-recognized forest technician school. Student Chapter officers shall serve for the school year.

Student Chapter officers shall be students or graduate students who are members of the Society.

## ARTICLE 11: UNIT POSITION STATEMENTS

A. *Unit position statement procedures.* Unit positions shall be in accordance with *Forest Policy Principles* and not be in conflict with existing national positions. Society units shall follow the National Bylaws II-A, B, C, D, and E in developing, adopting, rescinding, and communicating positions.

## Standard Minimum Bylaws

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1. For unit position statement procedures, Unit terminology corresponds to national terminology as follows:

National	State, Intrastate, Multistate, Division, or Chapter of SAF
President	Unit Chair
Council	Unit Executive Committee
Executive Vice-President	Unit Chair
Task Force	Unit Task Force
Committee on Forest Policy	Unit Forest Policy Committee
National Position Statement	Unit Position Statement

1. The following exceptions to National Bylaws II-A, B, C, and D apply to unit position statement procedures.

1. Assistance. Upon a request by a Society unit, the Committee on Forest Policy, Forest Science and Technology Board, and working groups may assist by acting as advisors to Society units, committees, and task forces.
2. Identification of issues. Issues proposed for unit positions are selected by the unit executive committee, and may be recommended to the Executive Committee by unit committees or the unit membership at large.
3. Coordination among units of the Society. Multiunit position statement preparation and adoption is encouraged where issues may be more regional than local in scope. Jointly adopted position statements shall be clearly identified as such.
4. National office review. Proposed unit positions shall be submitted to the national office for review prior to adoption by the unit. Proposed division or chapter positions shall also be reviewed by the relevant state or multistate unit prior to national office review. The executive vice-president review shall ensure the unit's position statement is consistent with Forest Policy Principles, national positions, and the position statement format.
5. Adoption procedure. After review by the executive vice-president, unit position adoption shall be by the affirmative vote of at least two-thirds of the unit executive committee. When doubt exists as to whether or not there would be general agreement on a proposed unit position by the members of the unit, a secret mail ballot of the unit's voting members shall be conducted prior to adopting the position. In such cases, approval shall be by the affirmative vote of at least two-thirds of those members voting.

6. Rescission of unit positions. Council may rescind any position adopted by a unit of the Society if the position is inconsistent with *Forest Policy Principles* or current national positions.
7. Communicating positions. Prior to their communication and distribution, unit position statements shall be made available to the national office for filing.

## ARTICLE 12: MEETINGS

At least one business meeting consisting of no less than five percent of the voting membership shall be held during the year to consider business of sufficient importance to require careful consideration by the membership at large.

*The Ouachita SAF* shall schedule meetings so as not to conflict with the annual meeting of the Society.

Other meetings as needed shall be scheduled by the Chair, with the approval of the Executive Committee, and may be open to friends of members and other interested persons for the exchange of ideas on subjects of interests to the profession of forestry. Resolutions of gratitude, regret and other non-policy matters may be adopted by a majority vote of those present at these meetings.

Important business matters that cannot be delayed until the next business meeting may be submitted to the voting membership by mail ballot.

## ARTICLE 13: RECALL

Any officer may be removed from office for reason of misconduct, incompetence or neglect of duty provided such removal is approved by two-thirds vote of all members voting in a letter ballot. Such ballot may be initiated by the Executive Committee on its own volition or it shall be required to conduct such a ballot if it receives a petition setting forth the points of contention and signed by at least two percent but in no case less than 10 of the voting members of the *Ouachita SAF*. Ballots shall be mailed and received by a member of the Executive Committee as chosen by the committee.

## ARTICLE 14: AMENDMENT OF BYLAWS

Amendments to these bylaws may be proposed by the Executive Committee or upon written petition of at least two percent but in no case less than 10 of the voting members of the *Ouachita SAF*. Proposed amendments shall be submitted to the Executive Vice-President for approval prior to a mail ballot of voting members. Amendment of these bylaws shall require a two-thirds vote of the members voting.

## ARTICLE 15: ASSETS

*Ouachita SAF* assets belong to the *Ouachita SAF* membership as a whole. In the event of division or merger of state societies, the assets of the parent state society(s) will be audited and allocated to the new state society(s) in proportion to the percentage of the voting members transferred.

Upon the dissolution of the *Ouachita SAF*, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the *Ouachita SAF*, transfer all the assets of the *Ouachita SAF* to the national Society, or dispose of all of the assets of the *Ouachita SAF* exclusively for the purposes of the *Ouachita SAF* in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine.

Adopted by the *Ouachita SAF* members on December 4, 2009.

**OUACHITA SOCIETY OF AMERICAN FORESTERS  
COMMITTEE CHARTERS**

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## CHARTER

### EXECUTIVE COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS

Date Established: August 8, 2008

Objectives: The Executive Committee shall give general supervision to the affairs and interests of the Ouachita Society.

Organization: The Executive Committee is a standing committee composed of the following members: Ouachita Society Chair, Chair Elect, Secretary/Treasurer, and Past Chair; Arkansas Division Chair; Oklahoma Division Chair; OSAF Auditing Committee Chair, Communications and Website Committee Chair, Council Members, Fellows, and Awards Committee Chair, Education Committee Chair, Foresters Fund Chair, Historical Committee Chair, Membership Committee Chair, Nominating Committee Chair, Policy and Planning Committee, Policy and Legislative Committee Chair, Program Committee Chair, and Tellers Committee Chair.

Activities: The activities of the committee are:

1. Guides, manages, and coordinates the Ouachita Society.
2. Controls the distribution and expenditures of all funds.
3. Assigns standing committees.
4. Approves the place, date, and program for all Ouachita Society meetings.
5. Provides continuity and direction for all the Ouachita Society, based on the Society's Strategic Outcomes.
6. Approves a charter for each of the other committees, outlining the objectives, organization, and activities of the committee.
7. The committee will act for the Ouachita Society on urgent matters requiring immediate action.
8. Committee business may be transacted by mail ballot, but at least one committee meeting shall be held annually. Any action of the committee shall be subject to a member referendum upon petition of at least two percent but in no case less than ten of the voting members of the Ouachita Society.

Duration: Standing committee

Amendments: This charter may be amended or replaced by a majority of the Executive Committee of the Ouachita Society.

Approved: August 8, 2008

## CHARTER

### AUDITING COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS

Date Established: August 8, 2008

Objectives: The committee audits the financial records, committee reports and any current year documents of the Ouachita Society.

Organization: The Auditing Committee is a standing committee composed of three voting members of the Ouachita Society with each state Division represented.

Activities: At the conclusion of the financial year, the committee will meet to review the financial records of the current Secretary/Treasurer and to prepare a report to the membership the accuracy and completeness of the records. The review will verify that the financial records are kept up-to-date and accurate according to the standards of the Treasurer Guidebook published by the national office. The report will be written and give a brief statement of the condition of each of these records.

Additionally, the committee will insure the Secretary/Treasurer has prepared a file for historical purposes these reports and records, in order: a roster of officers and committee chairs; the current year budget; the current year financial statement; executive, policy and planning, and any other applicable committee reports; the annual meeting program; any other relevant data; news articles, awards, and national correspondence and white papers. A brief statement regarding completion of this file will be included in the audit report.

Duration: Standing committee

Amendments: This charter may be amended or replaced by a majority of the Executive Committee of the Ouachita Society.

Approved: August 8, 2008

## CHARTER

### COMMUNICATIONS (PUBLIC AFFAIRS) AND WEBSITE COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS

Date Established: August 8, 2008

Objectives: The objectives of the Communications and Website Committee are: 1) to be responsible for news coverage of all activities of the Society; 2) to conduct communications efforts within the Society and with other organizations; and 3) to encourage the dispersal of information to gain public awareness and understanding of forestry and the forestry profession.

Organization: The committee shall consist of at least three voting members of the Society with both state divisions represented. The committee shall work within its charter and National Society Bylaw II B-D and in conjunction with a staff member of the National Society designated by the Executive Vice-President.

Activities: The committee shall coordinate the maintenance and administration of the OSAF website, in addition to updating and maintaining a list of contact people in the media, state agencies, and environmental groups. The committee shall serve as a clearinghouse to alert members of controversial issues. Members should notify the committee of controversies, and the committee will forward the information to the membership along with suggested responses. Official responses will be coordinated with the Executive Committee. The committee may also engage in a variety of activities including but not limited to providing the media with a list of forestry experts in the region, media tours, and publicizing the annual meeting.

The committee shall maintain a file for subsequent use by the succeeding committee the following year.

Duration: This charter will remain in effect until amended or replaced by the Executive Committee.

Amendments: This charter may be amended or replaced by a majority vote of the Executive Committee of the Ouachita Society.

Approved: August 8, 2008

## CHARTER

### COUNCIL MEMBERS, FELLOWS, AND AWARDS COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS

Date Established: August 8, 2008

Objectives: This committee is to recommend Society members for recognition by election or other recognition for their outstanding service to their profession, society, community, and nation.

Organization: The committee consists of at least five voting members, the OSAF Chairperson and the Awards Chairperson from each state Division and one more from each state. The committee will work within its charter and Society bylaws. The committee chair is responsible for obtaining the committee files from the previous chair, understanding committee functions, calling meetings, and initiating committee actions.

Activities: The committee shall select qualified and willing candidates from the Ouachita Society for nomination to the SAF Council. Details of the nomination and election process are in the national SAF Constitution. A call for nominations is posted in the *Journal of Forestry* or *The Forestry Source* in the spring in anticipation of a fall election and a three-year term beginning January 1 following the election. At the annual fall OSAF meeting, the committee will solicit prospective names for Fellow from each state division as described in the "Fellow Nomination Procedure for the OSAF" document.

The committee shall consider nominees from within the two states Arkansas and Oklahoma and Ouachita Society members who are qualified for the following awards: Outstanding Communicator Award, Volunteer Leadership Award, Young Forester Leadership Award, Forestry Science Research Award, Lifetime Achievement Forestry Award, Forest Policy Enhancement Award, Technology Transfer Award, Forestry Educator Award, OSAF Outstanding Forestry Journalism Award, OSAF Field Forester Award. Qualifications for these awards mirror the national awards. The description of these awards are in the "OSAF Awards" Document (attached) along with the nomination form that will be e-mailed out to the OSAF membership by April 1<sup>st</sup> with monthly reminders and submitted by August 1<sup>st</sup>.

The committee will coordinate the Scholarship Award, which is a rotating award for forestry students at the University of Arkansas-Monticello (even

years) and Oklahoma State University (odd years). Award winners are selected by a scholarship or awards committee at the respective Forestry School. Plaques are designed and ordered by the designated university with billing sent to the Ouachita Society. The awards committee chair is responsible for alerting the designated Forestry School of the selection schedule so that the award can be presented at the annual Ouachita Society meeting. The awards committee chair is responsible for notifying the Ouachita Society chair of the recipient's identity prior to the annual meeting.

The committee shall, either from its own initiative or at the directions of the Executive Committee, suggest awards or special recognition at the Ouachita Society level. These awards and recognitions should not duplicate those given by the state divisions.

The committee will maintain a file for subsequent use by the succeeding committee the following year.

Amendments: This charter may be amended or replaced by a majority vote of the Executive Committee of the Ouachita Society.

Duration: This charter will remain in effect until amended or replaced by the Executive Committee.

Approved: August 8, 2008

## CHARTER

### EDUCATION COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS

Date Established: August 8, 2008

Objectives: The committee shall promote linkage between the Ouachita Society and educational institutions offering forestry instruction, keep the membership informed of developments in forestry education, and promote continuing education of the membership.

Organization: The committee will consist of at least three voting members with each state division represented. A staff member of the National Society designated by the Executive Vice President will work in cooperation with the committee. The committee will work within its charter and the Ouachita Society bylaws.

Activities: The committee will act as a liaison between the Ouachita Society and educational institutions that offer courses in forestry within Arkansas and Oklahoma. The committee will keep the members informed on modern developments in forestry education. It will promote continuing education activities for forestry professionals, shall certify and maintain records of continuing education credits, and send copies of these records to the Secretary/Treasurer and to the SAF Executive Vice President. The committee will maintain a file for subsequent use by the succeeding committee the following year.

Duration: This committee is a special committee appointed by the Chair each year.

Amendments: This charter may be amended or replaced by a majority vote of the Executive Committee of the Ouachita Society.

Approved: August 8, 2008

**CHARTER**

**FORESTERS FUND COMMITTEE**  
**OUACHITA SOCIETY OF AMERICAN FORESTERS**

Date Established: August 8, 2008

Objectives: This committee solicits money for the National SAF Foresters Fund and for the Ouachita SAF Forestry Enhancement Fund.

Organization: The committee will consist of at least three voting members with each state division represented. The committee will work within its charter and Ouachita Society bylaws.

Activities: The committee will conduct at least one fund raising activity prior to the annual Ouachita Society business meeting. Any activity will be reported to and approved by the Ouachita Society Chair prior to the fund raising. The committee will also coordinate and encourage donations by each state division and chapter. The donation received during the year will be reported at the annual Ouachita Society business meeting. Contributions will be distributed as directed by the OSF Executive Committee.

Duration: This is a special committee appointed by the chair each year.

Amendments: This charter may be amended or replaced by a majority vote of the Executive Committee of the Ouachita Society.

Approved: December 3, 2009

## CHARTER

### **HISTORY SPECIAL COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS**

Date Established: August 8, 2008

Objectives: The committee shall be responsible for maintaining a history and archival records for the Ouachita Society.

Organization: The History Committee is a Special Committee, authorized by the Executive Committee and appointed by the Chair. The committee will be composed of at least two members of the Ouachita Society, preferably representing each of the two divisions. The committee will work in accordance with its charter.

Activities: The duties of this committee shall include but are not limited to the following: collect suitable archival records from several sources; reduce paper records to an electronic format; and secure a suitable repository for both paper and electronic records of the Ouachita Society.

Duration: This charter will remain in effect until amended or replaced by the Executive Committee of the Ouachita Society.

Amendments: This charter may be amended or replaced by a majority vote of the Executive Committee of the Ouachita Society.

Approved: August 8, 2008

## CHARTER

### MEMBERSHIP COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS

Date Established: August 8, 2008

Objectives: The Membership Committee will promote, encourage, and increase enrollment in the Ouachita Society, actively retain present membership, and encourage participation by a greater number of members of the Society.

Organization: The committee will consist of at least three voting members with each state division represented. The committee will work within its charter and Ouachita Society bylaws.

Activities: The committee will work in cooperation with the national office, state divisions, and chapters to promote membership and participation in the Ouachita Society and to assist in improving member services.

The committee will maintain a file for subsequent use by the succeeding committee the following year. Reports/activities entered into this file will also be submitted electronically to Ouachita Society Executive Committee for auditing purposes.

Duration: This charter will remain in effect until amended or replaced by the Executive Committee.

Amendments: This charter may be amended or replaced by a majority vote of the Executive Committee of the Ouachita Society.

Approved: August 8, 2008

## CHARTER

### **NOMINATING COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS**

Date Established: August 8, 2008

Objective: The nominating committee shall provide nominees who are Ouachita Society members in good standing for the annual elections of chair-elect and Secretary/treasurer.

Organization: The nominating committee shall consist of a chair (the immediate past-chair is recommended) and two to four other committee members. Each committee member shall serve for two years. The committee chair may appoint members of the committee subject to approval by the Executive Committee.

Activities: The committee shall:

1. Nominate from the eligible Ouachita Society members, at least two candidates for each elective office (chair-elect and Secretary/treasurer).
2. Obtain agreement to serve from each nominee before his/her name is sent to the Ouachita Society secretary/treasurer.
3. Nominations and agreements shall be sent to the Ouachita Society secretary/treasurer by September 15.
4. If, for any reason, a nominee is found by the secretary/treasurer to be ineligible, the nominating committee shall provide another nominee by October 1.
5. Provide to the chair of the communications committee, the information on the upcoming elections and nominations.

Duration: This is a standing committee.

Amendments: This charter may be amended by majority vote of the Executive Committee.

Approved: August 8, 2008

## CHARTER

### **POLICY AND LEGISLATIVE COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS**

Date Established: August 8, 2008

Objective: The committee will make recommendations to the Executive Committee concerning matters of policy and positions on issues of concern to the Ouachita Society. Recommendations will be provided in appropriate form and content to meet national guidelines and Society objectives.

Organization: The policy and legislative committee shall consist of a chair, the forest science and technology coordinator, and additional members may be appointed by the Ouachita Society chair. Each committee member will serve for one year.

Activities: Committee activities include:

1. Monitor legislation by state and local governments. Ensure that government representatives are informed that the Ouachita Society is available to provide technical information.
2. Regularly update membership on local, state, and federal issues.
3. Ensure that Ouachita Society position statements are on file at the Society national office. If posted on the Ouachita Society website, ensure that all position statements are up-to-date.
4. Review current and proposed position statements and make recommendations about review, adoption, or termination to the Executive Committee. Ensure that statements meet national guidelines, and are within the scope of the Society's goals and objectives.
5. Maintain communications and liaison with other forestry organizations on legislative issues.
6. Assist divisions and chapters in drafting local statements when assistance is requested.
7. The committee shall meet at least two times each year.
8. The committee shall operate in accordance with Ouachita Society bylaws.

Duration: Standing committee

Amendments: This charter may be amended by majority vote of the Executive Committee.

Approved: August 8, 2008

## CHARTER

### **POLICY AND PLANNING COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS**

Date Established: August 8, 2008

Objectives: The committee shall be responsible for the long-range planning of the Ouachita Society.

Organization: The members will be composed of the five immediate past chairs of the Ouachita Society, the current executive committees, the state division chairs, and the student chapter chairs (which serve as ex-officio nonvoting members). The committee chair will be the fifth immediate past chair of the Ouachita Society. The committee will work in accordance with its charter.

Activities: The duties of this committee shall include but are not limited to the following: approval of the annual budget, approval of scholarship guidelines, proposals for changes in the bylaws, and special projects and activities. The committee shall meet at least once each year for its stated purposes. The regularly scheduled meeting time shall be the morning of or the day prior to the annual Ouachita Society meeting. Minutes of this meeting shall be taken by the current Ouachita Society Secretary/treasurer.

A report of all committee meetings shall be made at the annual Ouachita Society meeting and published on the Ouachita Society website. The secretary/treasurer shall submit the report to the Communications and Website Committee.

Duration: This is a standing committee of the Ouachita Society.

Amendments: This charter may be amended or replaced by, a majority vote of the Executive Committee of the Ouachita Society.

Approved: August 8, 2008

**CHARTER**

**PROGRAM COMMITTEE**  
**OUACHITA SOCIETY OF AMERICAN FORESTERS**

Date Established: August 8, 2008

Objectives: The Program Committee will be responsible for planning and conducting the annual Ouachita Society membership meeting. It will also arrange and conduct any additional Ouachita Society meetings as directed by the Executive Committee.

Organization: The committee may be chaired by the Ouachita Society Chair Elect. This arrangement does not preclude other voting members of the OSAF from serving as Program Chair. Final selection of the chair is the responsibility of the Executive Committee.

The selection of committee members is left to the discretion of the committee chair so as to facilitate meeting arrangements, with subsequent approval by the Executive Committee. Committee members will be selected with consideration to meeting location, topic, timing, etc. The committee will work within its charter and Ouachita Society bylaws.

Activities: The committee will work in consultation with the Executive Committee to develop a program for the annual meeting or other duly called Ouachita Society meetings. The committee shall be responsible for all arrangements regarding these meetings.

The committee will maintain a file for subsequent use by the succeeding committee the following year. Reports/activities entered into this file will also be submitted electronically to Ouachita Society Executive Committee for auditing purposes.

Duration: This charter will remain in effect until amended or replaced by the Executive Committee.

Amendments: This charter may be amended or replaced by a majority vote of the Executive Committee of the Ouachita Society.

Approved: August 8, 2008

## CHARTER

### **PUBLICITY COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS**

Date Established: January 30, 2009

Objectives: To provide appropriate public recognition for activities of the Ouachita SAF and to document activities and awards of the OSAF membership.

Organization: The committee will consist of at least two voting members. The committee will work within its charter and the Ouachita Society bylaws.

Activities: The committee will develop press releases and other documents for distribution to public media outlets. Meeting dates, unique programs, awards, and other newsworthy events in the Society, Division and Chapter will be provided the Publicity Committee for timely press release and/or web inclusion. The committee will be responsible for assuring that informational material relative to activities and awards are placed on the OSAF website in a timely manner. The committee is charged with assuring that photographs of individuals receiving awards at the Annual Meeting will be obtained, along with documentary photos of the meeting itself.

Duration: The Publicity Committee is a special committee appointed by the Chair and approved by the Executive Committee.

Amendments: This charter may be amended or replaced by a majority vote of the Executive Committee of the Ouachita Society.

Approved: June 15, 2009

**CHARTER**

**TELLERS COMMITTEE**  
**OUACHITA SOCIETY OF AMERICAN FORESTERS**

Date Established: August 8, 2008

Objectives: The committee will certify results of Ouachita Society annual and special elections.

Organization: The committee will consist of at least three voting members with each state division represented. The committee will work within its charter and Ouachita Society bylaws. No teller may be a nominee for elective office.

Activities: The committee will assemble at a time and place set by the Secretary/Treasurer to count ballots and certify the results of the election to the Ouachita Society Chair and Executive Committee. Election results will be certified and reported within 14 days after the ballots are due.

Duration: The Tellers Committee is a standing committee appointed by the Chair and approved by the Executive Committee.

Amendments: This charter may be amended or replaced by a majority vote of the Executive Committee of the Ouachita Society.

Approved: August 8, 2008

## CHARTER

### BYLAWS SPECIAL COMMITTEE OUACHITA SOCIETY OF AMERICAN FORESTERS

Date Established: August 8, 2008

Objectives: The committee shall be responsible for reviewing the bylaws of the Ouachita Society.

Organization: The committee will consist of at least three members of the Ouachita Society with representation from each state division. The committee will work in accordance with its charter.

Activities: This committee will review the current bylaws in relation to the Standard Minimum bylaws (dated 3/8/2008) as required by the national Society. The committee will consider the following: the need for update in language, the need for and relevance of the current standing committees, length of terms for officers, the need for officers besides those required by the minimum bylaws, and other bylaw issues considered important by this committee.

The committee will shepherd the other Ouachita Society committees with drafting their respective charters to comply with the standard minimums.

The committee will submit its report to the Executive Committee by September 1, 2008. If the committee recommends new bylaws, it will submit a draft of these new bylaws in its report. If amendments to the existing bylaws are recommended, then these recommended bylaws will be included in its report.

Duration: The committee shall sunset upon approval Executive Committee, the Executive Vice President, and the membership of the Ouachita Society.

Amendments: This charter may be amended by the Ouachita Society Executive Committee.

Approved: August 8, 2008