

**OUACHITA SOCIETY OF AMERICAN FORESTERS  
COMMITTEE CHARTERS**

<u>Committee</u>	<u>Page</u>
Executive Committee .....	2
Auditing Committee .....	3
Communications (Public Affairs) and Website Committee .....	4
Council Members, Fellows & Awards Committee .....	5
Education Committee.....	7
Forester's Fund Committee .....	8
Historical Special Committee .....	9
Membership Committee .....	10
Nominating Committee .....	11
Policy and Legislative Committee .....	12
Policy and Planning Committee .....	13
Program Committee .....	14
Publicity Committee .....	15
Tellers Committee .....	16
Bylaws Special Committee .....	17

## 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 OSAF 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