

# BYLAWS OF THE WISCONSIN SOCIETY OF AMERICAN FORESTERS

*Adopted September 1980, Amended November 1984, Amended April 1992, Amended December 2000, Amended March 2011*

## ARTICLE 1:           NAME AND OBJECTIVES

This organization is a unit of the Society of American Foresters (the Society) and shall be known as the "Wisconsin Society of American Foresters" (*the state society*). As provided in Article VI, Section 1 of the Constitution of the Society of American Foresters, the Wisconsin Society of American Foresters is comprised of all the counties within the state of Wisconsin.

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 *state society* shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the *state society* 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>1</sup> of the activities of the *state society* shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the *state society* 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 *state society* shall provide technical assistance and advice providing the *state society* deems it appropriate to provide such assistance. Notwithstanding any other provision of these articles, the *state society* 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>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 *state society* 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 SAF state society, when, by notification in writing to the national office, the member may establish domicile with said other SAF 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 SAF 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 *state society*. Other members may attend any meeting of the *state society* 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 *state society* 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 *state society* 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 *state society*.

Members who have not paid national and *state society* 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 *state society* shall include a Chair, a Chair-Elect, the immediate past Chair, a Secretary, a Treasurer, and such other officers as may be found necessary. Officers shall be voting members of the Society and the *state society* for the duration of their terms. Terms shall be for two years and commence on January 1. The Secretary and Treasurer may serve more than one term if the member so chooses.

The Chair-Elect is elected for a two-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.

Other officers include a Program Chair, a Foresters' Fund Chair, Science/Technology Chair, Policy Chair, Historian/Archivist, Communications Chair, CFE Contact, Awards Chair, and a Membership Chair. These positions shall be appointed by the Chair with the approval of the Executive Committee.

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 Chair 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 *state society* activities during the term of office and for organizing the membership toward meeting the objectives, many of which are outlined in the Wisconsin SAF Strategic Plan. The Chair shall preside at meetings of the *state society*; 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 shall send all chair records and documents that are three years or older to the State Historian at the close of each calendar year.

The Chair-Elect, in the absence of the Chair, shall preside at *state society* meetings and act for and assist the Chair in conducting *state society* affairs, as may be requested by the Chair. The Chair-Elect shall also be responsible for monitoring the state society "Strategic Plan" and for proposing revisions to the Plan to reflect changing society goals.

The Secretary or another officer as described by the Executive Committee shall conduct all *state society* elections and referendums which are not conducted by the national office of the Society; keep the minutes of the *state society's* meetings and send a copy to the Executive Vice-President; conduct correspondence; announce meetings; send agenda for meetings to the Executive Vice-President and Council Representative 30 days in advance when possible; report the termination of any member for causes specified in Article 3 to the Executive Vice President and the Executive Committee; 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 *state society'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 and amendment to these bylaws. The Secretary shall send basic records five years or older to the Archives at UW-Stevens Point and notify the state Archivist-Historian.

The Treasurer or another officer directed by the Executive Committee shall act as custodian of the *state society's* accounting records and accounts; draft an annual budget for approval by the Executive Committee at the beginning of each year; receive and deposit all moneys and disburse all moneys authorized by the budget or Chair (or Executive Committee) on behalf of the *state society*; and perform such other duties as may be assigned by the Executive Committee or the Chair. The Treasurer shall prepare and present at each Executive Committee meeting and the state's annual meeting a report of the *state society's* financial status, including an income and expense statement for the year's operations and a balance sheet. The Treasurer shall prepare statements 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

Election of officers shall be by ballot in October. Elections shall be conducted electronically and a provision 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.

Nominations made by the Nominating Committee shall be transmitted to the Chair with a copy to the Secretary by August 25. 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 August 25, shall be included on the mail ballot.

The Secretary shall determine whether all nominees are voting members in good standing, eligible to hold state society office and agreeable to serve if elected. The Secretary shall report to the Chair and Nominating Committee the name of any nominee who fails to qualify. Further nominations, if necessary, shall be made by the Nominating Committee by no later than September 1.

The Secretary shall forward candidate information to the national office by the first Friday in September. The national office of the Society shall conduct the electronic balloting. For those members without access to electronic voting, the Secretary shall mail or provide for mailing a letter ballot to each voting member in good standing in early October. The ballots shall (1) state the offices to be filled, (2) list names of the candidates for each office in alphabetical order; (3) show the professional biography of each candidate, and (4) include a return envelope or post card addressed to the Secretary, someone designated by the Secretary, or Teller's Committee.

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. The Tellers Committee shall forward the ballots to the Secretary for 30-day retention. The Secretary shall have the authority to destroy the ballots after this period of time.

#### ARTICLE 8:                   STANDING COMMITTEES

Standing Committees of the state society shall include, but not be limited to, the Executive, Nominating, Tellers, and Auditing Committees. The Chair of the *state society* 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 *state society* serves as ex-officio member of each committee.

A.     EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Chair of the *state society* acting as chair of the committee, other officers of the *state society*, chapter chairs, and committee chairs as designated under Article 9. The Executive Committee shall give general supervision to the affairs and interests of the *state society* and its contacts with the national Society; shall control the expenditure of all funds; determine the distribution formula for chapter's share of the state dues by majority vote; 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 the *state society* meetings. Committee business may be transacted by mail (including electronic 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 *state society*.

B.     NOMINATING COMMITTEE. The Nominating Committee shall operate in accordance with the committee charter. This committee shall nominate from eligible *state society* 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 or other officer by August 25. If, for any reason, a nominee is found by the Secretary to be ineligible, the Nominating Committee shall provide another nomination by September 1.

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**

With the approval of the Executive Committee, the Chair shall make the following appointments for a two-year term beginning on January 1 of even numbered years.

A. **MEMBERSHIP COMMITTEE.** The Membership committee shall operate in accordance with the committee charter. The Chair-Elect may serve as chair of the committee. In cooperation with a staff member of the SAF national office designated by the Executive Vice President, the committee shall actively promote membership and retention in the Society, coordinate recruitment activities of chapters and play an active role in improving member services at the local level. The committee shall actively work to achieve diversity among the membership.

B. **PROGRAM COMMITTEE.** The Program Committee shall operate in accordance with the committee charter. In consultation with the Executive Committee and through liaison with the hosting chapters, the committee shall coordinate a program for the state society annual meeting and shall be responsible for all arrangements thereof. Programs should promote interactions and information exchange among members, assist technology transfer, and encourage interaction with other similar organizations. Additional meetings as may be desired by the Executive Committee shall be arranged by the Program Committee.

C. **POLICY – LEGISLATION COMMITTEE.** The Policy – Legislation Committee shall operate in accordance with the committee charter, Society Forest Policies, and national Society Bylaws. This committee and a staff member of the national Society designated by the Executive Vice President shall work in cooperation with each other. The committee shall review and keep state society members informed of pending or proposed legislation. It shall be responsible for reviewing Forest Policies, forest policy issues and position statements referred to or originating within the state society. The committee may recommend a state society position on any policy issue to the Executive Committee, and recommend modification, reaffirmation or termination of any existing position. State society positions will be forwarded by the Executive Committee to the national Society for approval.

D. **COMMUNICATION COMMITTEE.** The Communication Committee shall operate in accordance with the committee charter. This committee and a staff member of the national Society designated by the Executive Vice President shall work in cooperation with each other. The committee shall be responsible for news coverage of all activities of the state society; shall conduct communications efforts within the Society and with other organizations; shall communicate and maintain liaison with the state legislative body, the state executive office and national legislators for the state; and shall encourage the dispersal of information to gain public awareness and understanding of forestry and the forestry profession.

The Communication Committee also shall coordinate the development and cooperation of the section website and appoint a webmaster. This committee shall also coordinate the section newsletter and appoint a newsletter editor. The newsletter editor shall be responsible for

publishing the *state society* newsletter and or shall be appointed annually for a term beginning January 1 and may be reappointed for an unlimited number of consecutive terms. The executive committee is authorized to provide an annual honorarium to the newsletter editor.

E. EDUCATION COMMITTEE. The Education Committee shall operate in accordance with the committee charter. This committee shall work in cooperation with a staff member of the SAF national office with responsibility for educational and professional standards. The committee shall be responsible for a program to educate members of the public and especially students about the forestry profession; shall act as liaison on matters of the forestry educational concern to educational institutions within the state boundaries; shall keep the membership informed about modern developments in forestry; shall promote continuing education activities for forestry professionals; and shall work closely with student chapters of the *state society* to provide for their educational and professional needs.

F. AWARDS COMMITTEE. The Awards Committee shall operate in accordance with the committee charter. This committee will coordinate all national and state society awards, and shall select from eligible candidates those deserving individuals who may receive various state and national society awards.

The Forestry Hall of Fame Committee shall operate as a sub-committee of the Awards Committee in accordance with its committee charter. The chair of this sub-committee will also act as the chair of the multi-organizational Hall of Fame Committee.

G. SCIENCE AND TECHNOLOGY COORDINATOR. The *state society* Science and Technology Coordinator is responsible for assessing the state society membership needs for continuing education in forest science and technology. The Coordinator shall maintain liaison with the national Forest Science and Technology Board, working groups, and the national office as provided for in the national Society Bylaws. The Coordinator may serve two consecutive terms.

H. WISCONSIN CONSERVATION HALL OF FAME LIAISON. The Liaison shall represent the *state society* as a member of the Executive Committee of the Wisconsin Conservation Hall of Fame; reports on its actions and, in consultation with the *state society* membership, assists in nominating deserving foresters to membership in the Wisconsin Conservation Hall of Fame. The liaison may serve two consecutive terms.

I. CONTINUING FORESTRY EDUCATION (CFE) CONTACT. The *state society* CFE Contact shall be responsible for SAF's Continuing Forestry Education and Professional Development Recognition Program, which is designated to: (1) encourage foresters and allied professionals in a formal program of continuing education and professional development, (2) stimulate individual self-assessment by providing standards for achievement, (3) advance the knowledge and skills of those engaged in forestry, and (4) giving recognition, through issuance of certificates, to those completing the program and thereby demonstrating continued learning and development.

J. FORESTERS FUND COORDINATOR. The *state society* Foresters Fund Coordinator shall be responsible for identifying and implementing projects to promote education to enhance

public understanding of the role of professional foresters in forest resource management, to conduct forest policy activities, and to strengthen the *state society* and chapters in achieving the mission of the Society. The Coordinator may be reappointed for a total of no more than three consecutive terms.

K. ARCHIVIST – HISTORIAN. The *state society* Archivist – Historian shall assemble documents annually for deposit in the Society Archives at the Learning Resource Center at the UW – Stevens Point; work with the state, chapter, and committee leaders to insure the records management policy is understood and followed; summarize materials as may be required by the leadership; conduct an oral history program to identify, collect, preserve, disseminate information about forestry, broaden forestry records, and interview people who have made contributions to forestry in Wisconsin; develop a written history of the *state society* using archival materials and oral history interviews; and to inform the Forest History Society of Durham, NC of important publications and documents.

L. INTERNATIONAL FORESTRY COORDINATOR. The *state society* International Forestry Coordinator shall operate in accordance with the committee charter. The Coordinator shall be responsible for fostering understanding of the relevance and dimensions of international forestry.

M. OTHER APPOINTMENTS. Other appointments shall be authorized by the Executive Committee and made by the Chair.

#### ARTICLE 10: CHAPTERS

A. CHAPTERS. A Chapter within the *state society* 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 and displayed on a state map attached to these bylaws. 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 *state society* in which a 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 *state societies*. Chapter meeting notices shall be provided to the *state society* and other chapter chairs. The state Chair, Chair-Elect, or a designated representative should attend as many Chapter meetings as possible.

The officers of each Chapter shall include Chair, Chair-Elect, Secretary, Treasurer, and such other officers as may be found necessary. The Secretary and Treasurer may be the same person and may either be elected or appointed. Chapter officers shall be voting members of the Chapter for the duration of the term of office which shall be one or two years, beginning January 1

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 *state society* 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 *state society* for recommendation to the Council.

The *state society* 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.

B. STUDENT CHAPTERS. A Student Chapter may be authorized within the *state society* 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 may include 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 program. Student Chapter officers shall serve for the calendar year.

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

#### ARTICLE 11: THE STATE SOCIETY POSITION STATEMENTS

A. *The state society position statement procedures.* State society 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.

1. For *state society* position statement procedures, Unit terminology corresponds to national terminology as follows:

National	State, Intrastate, Multistate, Division, or Chapter of SAF
President	The <i>state society</i> Chair
Council	The <i>state society</i> Executive Committee
Executive Vice-President	The <i>state society</i> Chair
Task Force	<i>State Society</i> Task Force
Committee on Forest Policy	<i>State Society</i> Policy – Legislation Committee

National Position Statement

*State Society* Position Statement

- B. The following exceptions to National Bylaws II-A, B, C, and D apply to the *state society* 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 *state society* 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 *state society'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, the *state society's* position adoption shall be by the affirmative vote of at least two-thirds of the *state society's* executive committee. When doubt exists as to whether or not there would be general agreement on a proposed *state society* position by the members of the unit, a secret mail ballot of the *state society'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 *state society* 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, the *state society* position statements shall be made available to the national office for filing.

## ARTICLE 12: MEETINGS

The annual meetings of the *state society* shall be the first state meeting of each calendar year held at a time and place designated by the Executive Committee with at least 30 days notice to the membership but shall not conflict with the annual meeting of the national Society. All official business of the *state society* shall be conducted at this meeting with not less than 5 percent of the eligible membership in attendance. Business may be conducted at other *state society* meetings

provided notification of such meeting stating the nature of the business to be undertaken is sent to the membership 30 days in advance of the meeting.

A tentative schedule of meetings covering each upcoming five-year period and designating the host chapters shall be maintained and published in the *state society's* official publication periodically. Joint meetings between state societies shall be encouraged.

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 or electronic 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 mail or electronic 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 *state society*. 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 *state society*. Proposed amendments shall be submitted to the Executive Vice-President for approval prior to a mail or electronic ballot of voting members. Amendment of these bylaws shall require a two-thirds vote of the members voting.

#### ARTICLE 15: ASSETS

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

The funds of the *state society* shall be deposited in accounts approved by the officers of the Wisconsin SAF.

Upon the dissolution of the *state society*, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the *state society*, transfer all the assets of the *state society* to the national Society, or dispose of all of the assets of the *state society* exclusively

for the purposes of the *state society* 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.

ARTICLE 16: PUBLICATIONS

The official publication of the *state society* shall be the Wisconsin SAF Newsletter. It shall be published at least once each year and preferably twice, and mailed or electronically distributed to each state society member.

Chapters are urged to appoint an official reporter and all members are encouraged to provide articles and news items.

ARTICLE 17: STATE SOCIETY PROFESSIONAL RECOGNITION

A. JOHN MACON AWARD.

The Awards Committee may annually chose from among the *state society* membership one member whose career has been so outstanding that he/she deserves recognition from his/her peers for outstanding service. Nomination papers from chapters or groups of at least three members must be submitted to the Chair of the Awards Committee by December 1 and selection will be made at least six weeks prior to the winter meeting of the *state society* when the presentation of a suitably inscribed plaque and citation will be made.

B. MICHAEL W. KING MEMORIAL FIELD FORESTER OF THE YEAR AWARD

This award is unique to our State and will recognize a member from the Wisconsin Society of American Foresters (WI-SAF) for their outstanding contributions to field forestry. The recipient must work primarily with Private Forest Landowners. The award is funded by an investment from the WI-SAF. Nominations are due by March 1. The award recipient will be the WI-SAF nominee to the SAF District V Review Committee (due to District V by April 15), to be considered for the National SAF Field Forester of the Year Award.

C. STUDENT RECOGNITION.

The Chair may, with the approval of the Executive Committee, authorize an annual Student Recognition Award for forestry students who are SAF members at schools with SAF accredited curricula within the state. An amount deemed reasonable by the Executive committee may be authorized to pay for a suitable award for up to two students from each school who are student members of SAF, are actively involved in the SAF, have demonstrated leadership ability in motivating others, and have provided valuable service to advancing professionalism in forestry. The Chair may, with the approval of the Executive Committee, direct the Treasurer to reimburse the host chapters for reasonable expenses incurred in holding a suitable ceremony for these recognition events.

D. OTHER AWARDS.

The Chair may, with the approval of the Executive Committee, authorize other *state society* awards as may be desirable.

ARTICLE 18: RECORDS MANAGEMENT

Documents to be deposited in the archives shall be enumerated in the charter establishing this function and reviewed periodically. All state, chapter and committee documents shall be turned over to the Archivist – Historian three years after they are created for deposit in the Society archives. The Chair shall send all Chair records and documents that are three years or older to the Archivist – Historian at the close of each calendar year. The Secretary shall send basic records older than five years to the Archivist – Historian for deposit in the Society archives at UW-Stevens Point. All non-archival records of the *state society* Chair and state Secretary or chapter Chair and chapter Secretary may be disposed of after five years.

Adopted by the *state society* members on \_\_\_\_\_ March 2, 2011 \_\_\_\_\_

By: \_\_\_/s/ Jerry R. Van Cleve \_\_\_\_\_, Chair

Date: \_\_\_ March 18, 2011 \_\_\_\_\_

\_\_\_/s/ Willard J. Smith \_\_\_\_\_  
Member, Executive Committee

\_\_\_/s/ Gary J. Vander Wyst \_\_\_\_\_  
Member, Executive Committee

Amendment(s) adopted: \_\_\_\_\_  
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