

# SAF Bylaws

(Revised January 1, 1997; Revised March 1, 1999; Revised June 11, 2000; Revised February 4, 2001; Revised December 9, 2001; Revised June 8, 2002; Revised December 3, 2005; Revised June 4, 2006; Revised December 6, 2009, December 4, 2010)

## NAME I-A Name

The name of the Society shall be SOCIETY OF AMERICAN FORESTERS.

The official headquarters of the Society shall be in the Washington, DC, metropolitan area.

## I-B Official Membership Emblem

The official emblem is a shield with "Society of American Foresters 1900" in gold letters on a green background surrounded by a gold border. Only members are entitled to wear this emblem.

## FOREST POLICY ACTIVITIES II-A

### Background

1.

*Forest Policy Principles of the Society of American Foresters (Forest Policy Principles)* was adopted by the membership in a 1967 national referendum and has been amended by referendum from time to time. *Forest Policy Principles* is a means of achieving Society objectives by setting forth principles against which issues and positions are to be measured. *Forest Policy Principles* is the basis for all SAF positions.

2.

An SAF national position or a position by a unit (II-C.5) shall result from a thorough study of an issue. Position statements serve a variety of purposes. The Society, its members, and units of the Society can use position statements to advocate, provide information, or facilitate a process or dialogue. There is no requirement that SAF take a position on any particular issue.

## II-B Professional Responsibilities and Restrictions

1.

Members and units of the Society are encouraged to participate responsibly in SAF forest policy activities. SAF at all levels has the responsibility to provide scientific knowledge and professional opinion within its expertise to public and private sector policymakers and to the general public.

2.

Since the Society, nationally and at the unit level, holds federal tax exemptions for scientific and educational purposes, neither the Society nor its units may endorse candidates for political office. To comply with Title VII of Public Law 94455 (1976), no more than 5 percent of operating revenues may be used to influence legislation.

3.

Special care shall be taken to avoid involving the Society at any level in activities of aligning units of the Society with organizations that may injure or jeopardize the Society's credibility, independence, or tax exemption status.

4.

National and unit positions shall be adopted and distributed independently of employers and employer groups.

5.

National and unit position statements may be developed jointly with, but shall be adopted independently of, other professional societies and organizations using the procedures defined in Bylaws II-D and II-E. The executive vice-president shall approve for accuracy the content of messages communicating joint positions.

6.

Communication of positions on proposed legislation or implementation of existing law is a forest policy activity governed by Bylaw II. Public information activities relating to "forestry issues" (as defined in Bylaw II-C.2) shall be confined to the accurate communication of *Forest Policy Principles* and positions developed in accordance with the Bylaws.

7.

Funding for all SAF forest policy activities shall be limited to sources whereby no real or perceived conflict of interest exists. Special care shall be taken to avoid involving the Society at any level in activities or aligning units of the Society with organizations that may injure or jeopardize the Society's credibility or tax exemption status.

## II-C Definitions

1.

*Forest Policy Principles.* *Forest Policy Principles* is a collection of statements and principles to guide the development and content of SAF position statements. *Forest Policy Principles* has been approved by at least two-thirds of the general membership by referendum vote, and it may be amended by at least a two-thirds vote of the general membership.

2.

*Forestry issue.* A forestry issue is a matter relating to forestry, the resolution of which is of public importance.

3.

*Position statement.* An SAF position statement is a carefully prepared expression on an issue that represents the SAF's view. An SAF position statement may advocate, inform, or promote resolution through facilitating discussion of the issue. Position statements may take the form of written statements, resolutions, written or oral testimony, letters, and audiovisual or electronic messages. Position statements may be

implemented through conferences, symposia, and other appropriate mechanisms.

4.

*Committee on Forest Policy.*

a.

Objective: To advise Council on forest policy matters.

b.

Organization: A committee of nine members (including a chair), and four *ex officio members*, who are not Council members, appointed by the president. Three members will be appointed each year to serve three-year terms. A member may not serve consecutive terms. The chair is appointed annually by the president and may be reappointed to the chair if that member has not completed the three-year membership term. Committee members shall be broadly representative of gender, culture, and various forestry employment categories and geographic regions. The president and executive vice-president, the chair, or their designee, of the Forest Science and Technology Board and the World Forestry Committee are all nonvoting, *ex officio members* of the committee. The director of forest policy shall serve as staff liaison to the committee.

c.

Activities:

i.

Recommend procedures for the development, review, adoption, and use of *Forest Policy Principles* and position statements.

ii.

Review SAF *Forest Policy Principles* and positions as needed, and recommend changes, if any.

iii.

Screen, select, and articulate issues and make recommendations thereon to the Council for study and national position taking.

iv.

Review draft task force and national committee reports for policy implications and make associated comments to Council in terms of position-taking.

v.

Review proposed national position statements and make recommendations to the Council about review and adoption of such statements.

vi.

The committee chair attends meetings of the Council. If the chair cannot attend when recommendations of the committee are to be considered, the chair's designee should attend.

vii.

Other activities that Council may direct.

5.

*Unit.* A unit is a state, intrastate, or multistate society; division; or chapter of the Society.

6.

*General agreement.* General agreement on SAF

positions is defined as two-thirds or more of the members voting to adopt the position statement.

7.

*National positions.* National positions are position statements adopted by the Council, its executive committee, or the national officers on behalf of the national Society. The Council may choose to have national positions approved by the general membership.

8.

*Unit position.* Unit positions are position statements adopted by a unit of the Society and identified as a position of the unit.

9.

*Regional positions.* Regional positions are position statements prepared by two or more adjacent units of the Society, as defined in II-C.5, that are subsequently adopted by each of the participating units.

10.

*Sufficient knowledge base.* A sufficient knowledge base is defined as a body of peer-reviewed literature reaching a common conclusion on a matter.

11.

*Task force.* A group appointed by the president in consultation with the executive vice-president, the Executive Committee, or the full Council, as appropriate, that reflects the membership's cultural, geographic, and employment diversity, and that is qualified by training and experience to study the assigned issue consistent with the terms of its charter.

## II-D National Position-Taking Procedures

1.

*Regular development procedures.*

a.

Selection of an issue. The Society has a responsibility to the American people to anticipate, detect, identify, and define existing opportunities, problems, and issues; to clarify them; and as appropriate to present alternative courses of action for taking advantage of opportunities, preventing problems, and resolving issues. Issues selected for national positions are those which are determined by the Council to be of general interest and importance to both the people of the United States and the forestry profession.

b.

Selection criteria. The following questions shall be used as criteria for selecting an issue on which the national Society and/or its units adopt a position. For an issue to be selected, all questions shall be answered affirmatively.

i.

Is the issue likely to have major public impact?

ii.

Is the issue relevant to matters presented in *Forest Policy Principles*?

- iii. Is the issue within the knowledge and skills of the forestry profession?
- iv. Is the issue of general interest to the level of the Society that is considering it?
- v. Is there time for SAF to act responsibly on the issue?
- vi. Does SAF have the resources to act responsibly on the issue?
  - c. Assignment of the issue. Issues proposed for national positions are screened and recommended to the Council by the House of Society Delegates, the Forest Science and Technology Board, the Committee on Forest Policy, the executive vice-president; or the Council may initiate action on its own. The Council considers and selects issues for national positions and assigns them to an SAF task force or a national committee for thorough study or review with the assistance of the national staff as needed.
  - d. Task force studies.
    - i. Each issue selected for a potential position statement shall be thoroughly studied. A thorough study consists of collection, analysis, and evaluation of available information and attitudes pertinent to the forestry issue in question. Sources include federal, state, and local governments; industries; academic institutions; civic, business, and professional organizations; and SAF members, other individuals, and citizen groups having useful information on the issue. The task force report shall contain findings, conclusions, and, if the charter directs, a draft of a position statement.
    - ii. The Forest Science and Technology Board and working groups may assist in the study of issues by acting as advisors on scientific matters to national task forces or committees. The function of the Forest Science and Technology Board, including SAF working groups, does not include a policymaking or advocacy role on matters of forest policy.
    - e. Task force charter. The Council shall provide each task force with a charter. The charter shall contain the following:
      - i. definition of the issue;
      - ii. objective of the task force study or other task;
      - iii. task force membership criteria;
      - iv. study focus and activities including whether a recommended position statement is desired;
      - v. directions to review existing *Forest Policy Principles* and unit and national position statements that address the issue under study;

- vi. duration of study;
- vii. provision for charter amendments.
  - f. Task force report review.
    - i. The reports of task forces shall be submitted promptly to the Forest Science and Technology Board and the Committee on Forest Policy. The Forest Science and Technology Board shall review the accuracy and substance of scientific content. The Committee on Forest Policy shall review the issue policy consequences and the recommended position statement, if any.
    - ii. The reviews of the Forest Science and Technology Board and the Committee on Forest Policy shall be within the framework of the task force's charter. The results of these reviews will be returned for action to the task force chair in a timely manner. The task force report and the reviews and recommendations of the Forest Science and Technology Board and the Committee on Forest Policy shall be submitted to Council by the task force chair through the executive vice-president.
      - g. Task force report action by Council. After receipt of the task force report, the Council may endorse the report or pursue alternative courses of action. Published reports shall be delivered to the leadership (state, intrastate, multistate, division, and chapter chairs) before release to the general public. Reports are used by the Council as a basis for deciding whether a position should be prepared and/or adopted.
- 2. *Drafting position statements.*
  - a. Proposed national position statements are drafted by the executive vice-president, task forces, the Committee on Forest Policy, or by individual members of the Society. To the extent practicable for emergency positions and all proposed regular national position statements shall be referred to the Committee on Forest Policy for review and recommendations to the Council. During the review, the Committee shall seek the advice of the Forest Science and Technology Board regarding the scientific adequacy of the proposed position statement. The Committee shall involve the Forest Science and Technology Board in all phases of position statement development. In emergency situations, proposed national position statements shall be referred to the chairs of the Committee on Forest Policy and the Forest Science and Technology board for review, time permitting.
    - b. When the Council or its Executive Committee or a minimum of two national officers of the Society deem that a sufficient knowledge base (as defined in Bylaw II-C.9) exists, the president may select and seek the advice of a task force or national committee in drafting a

proposed position statement without need of the task force report required by Bylaw II-D.1.d.

3.

*Content of position statements.*

a.

All positions on a selected issue shall contain at a minimum the following:

i.

a concise summary of the position;

ii.

statement of issue;

iii.

factual background;

iv.

expiration date.

b.

If there is a recommended course of action, an alternative course of action with probable economic, social and biological consequence of each should exist.

4.

*Adoption of position statements.*

a.

Adoption of regular position statements shall be by the affirmative vote of at least two-thirds of the Council members after consideration of recommendations of the Committee on Forest Policy and the executive vice-president. If Council doubts whether there would be general agreement on a proposed national position by the members of the Society nationally, a secret mail balloting of general membership voting members shall be conducted prior to adopting a position. In such cases, membership approval shall be by the affirmative vote of a least two-thirds of those members voting.

b.

Adoption of emergency position statements shall be by the affirmative vote of the Council Executive Committee or a minimum of two national officers when time does not permit the regular drafting and adoption procedure, providing they believe the position reflects general agreement of the members of the Society nationally.

5.

*Review, expiration, and rescission of position statements.*

a.

Before they expire, position statements shall be reviewed by the Committee on Forest Policy. The Committee shall seek the advice of the Forest Science and Technology Board and working groups in these reviews. Reviews result in recommendations to improve the style of the exposition or to ensure the position is current with events and circumstances that have occurred subsequent to its initial adoption.

b.

After that review, the Committee on Forest Policy shall recommend to Council to extend without revision, rescind, revise, or allow the position statement to expire.

c.

Adopted regular position statements (II-D.4.a) shall be dated. Regular position statements shall expire five years after Council adoption or membership

referendum, or until the Council believes the position is no longer relevant. Emergency position statements (II-D.4.b) shall expire at the next full meeting of the Council.

d.

The Council, following review by the Committee on Forest Policy, may rescind any position statement at any time.

6.

*Communicating position statements.* National position statements shall be made available without delay to Society units and announced in "Society Affairs." A position statement shall be communicated to appropriate audiences by the executive vice-president, unit, and members.

## II-E Unit Position Statements

1.

*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 Bylaws II-A, B, C, D, and E in developing, adopting, rescinding, and communicating positions.

a.

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

2.

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

a.

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.

b.

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.

c.

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.

d.

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.

e.

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.

f.

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.

g.

Communicating positions. Prior to their communication and distribution, unit position statements shall be made available to the national office for filing.

### **MEMBERSHIP III-A Membership Actions**

Admission to membership, advancement, termination, and reinstatement shall be by vote of the Council.

With the exception of election to Fellow, the Council may delegate this authority to the executive vice-president in the case of Professional Member, Conditional Professional Member, Associate Member, Technician Member, Student Member, and Corresponding Member.

### **III-B Professional Member**

Shall be graduates of an SAF-accredited forestry curriculum or of a candidate curriculum for accreditation; OR recipients of a graduate degree in forestry from an institution that has an SAF-accredited forestry curriculum or one that is a candidate for accreditation; OR scientists or practitioners who hold a bachelor's or higher degree within the broad field of forestry, based on a curriculum that is neither SAF-accredited nor a candidate for accreditation, and who have three or more years of qualifying experience

within the broad field of forestry.

"Broad field of forestry" is defined as those biological, quantitative, managerial, and social subject areas that are focused on the management and conservation of forest resources. "Qualifying experience" occurs when one spends at least one-half of one's employment duties within the broad field of forestry.

By their actions, practices, and accomplishments, Professional Members within the broad field of forestry shall have demonstrated to the chapter, division, or state or multistate society in whose area they reside that they understand, support, and contribute to achieving the objectives of the Society of American Foresters.

### **III-C Fellow**

SAF honors those members who have provided outstanding contributions to the Society and to the forestry profession with the title of Fellow. The goal of the society is to recognize approximately five percent of its members with this honor.

Fellow nominees shall be professional Members of the SAF who have rendered outstanding service to forestry and the Society. All nominees must have demonstrated both (1) a strong continuing commitment through direct SAF volunteer activities, and (2) exemplary action, sustained leadership, and advancement of the forestry profession in at least one of the following areas: (a) application of forestry, (b) education, (c) public policy, (d) research, or (e) technology transfer. Criterion (1) would typically be demonstrated by a significant number of years of sustained commitment to SAF voluntary activities, performed at two (2) or more of the following SAF organizational levels: local (chapter); state; regional (multi-state or voting district); or national. Criterion (2) would typically be demonstrated by exemplary action and sustained leadership over many years in advancing the forestry profession at two (2) or more of the following levels: local; regional; national; or international. Exceptions may be made for unusually notable contributions to SAF or to the forestry profession over a shorter time frame.

Fellow candidates will be evaluated by a District Fellows Committee established in each SAF voting District. Each District Fellows Committee will consist of at least five Fellows, one from each of the state, multi-state or intrastate societies in the District. The Committee shall include at least one Fellow elected in each of the preceding three decades and at least one woman Fellow, if possible. The Council representative for each voting district shall appoint the initial members of the District Committee to staggered terms of one to five years. In each succeeding year the District Council

representative shall appoint a new District Fellows Committee member to a term of five years to replace any Committee member whose term has just expired. The Committee term will coincide with the calendar year. No Fellow may serve more than one consecutive five-year term without a break in service

Nominations for Fellow shall be prepared by individual members or by State Society or Chapter Professional Recognition Committees and submitted to the District Fellows Committee.

The District Fellows Committee shall remain continuously active and meet by telephone conference calls as necessary provide information and guidance on the Fellows nomination process to facilitate the submission of nominations. It will seek out potential candidates for Fellow from among voting District members, compile background information on candidates, review Fellows nominations and inform nominators and/or nominees of the completeness of the nomination packages, evaluate candidates against the criteria for Fellow, and recommend to the Council voting district representative nominees from those found best qualified. Each Council voting district representative shall have the discretion of accepting some, all or none of the DFC's Fellow recommendations found best qualified. Any recommendation to the Council voting district representative that is not accepted shall be returned to the DFC for additional work. Each Council voting district representative shall forward completed nomination packages for those being recommended for Fellow to the national SAF office in time for their consideration on the agenda of the meeting at which they are to be acted upon by Council. The SAF Council shall review and act on Fellow nominations at a meeting preceding the annual members' meeting.

Each nominating package for Fellow must be accompanied by a biographical sketch of the nominee's demonstrated compliance with the Fellow's criteria, together with at least three letters recommending the candidate for Fellow. The biographical sketch must be in a format prescribed by the executive vice-president to be acceptable. Each nominating package shall contain a signed statement by the nominee that the nominee has been informed of, and, consents to, the nomination, and has reviewed the biographical sketch for accuracy.

### **III-D Conditional Professional Member**

Shall be scientists or practitioners who hold a bachelor's or higher degree within the broad field of forestry, based on a curriculum that is neither SAF-accredited nor a candidate for accreditation, and who have less than three years of qualifying experience within the broad field of forestry.

"Broad field of forestry" is defined as those

biological, quantitative, managerial, and social subject areas that are focused on the management and conservation of forest resources. "Qualifying experience" occurs when one spends at least one-half of one's employment duties within the broad field of forestry.

### **III-E Associate Member**

Shall be scientists or practitioners who hold a bachelor's or higher degree in a subject area not within the broad field of forestry but who work in a position that strongly influences the profession of forestry (excluding elected officials).

"Broad field of forestry" is defined as those biological, quantitative, managerial, and social subject areas that are focused on the management and conservation of forest resources. "Qualifying experience" occurs when one spends at least one-half of one's employment duties within the broad field of forestry.

### **III-F Technician Member**

Shall be graduates of an associate degree program within the broad field of forestry. "Broad field of forestry" is defined as those biological, quantitative, managerial, and social subject areas that are focused on the management and conservation of forest resources. "Qualifying experience" occurs when one spends at least one-half of one's employment duties within the broad field of forestry.

### **III-G Student Member**

Shall be undergraduate or graduate students in forestry, preforestry, or a forest technician program, or in another program within the broad field of forestry. Upon graduation Student Members must apply for advancement in membership to the category for which they qualify. Graduate students who are eligible may apply for Professional Member, Conditional Professional Member, or Associate member status.

### **III-H Corresponding Member**

Shall be members not eligible for another category of membership who join solely for the benefit of receiving SAF publications.

### **III-I Honorary Member**

There shall be two alternate qualifications for Honorary Member.

1.

Persons who are not professional foresters but who have made outstanding and well-known contributions to forestry in America or abroad. Conservationists and civic leaders who have so contributed shall be eligible for Honorary Member. In general, American candidates should be sufficiently outstanding that their contributions to forestry are known to the Council; foreign candidates should be known to members of the Committee on World Forestry.

2.

Foresters from countries other than the United States, its possessions, Canada, or Mexico who have made outstanding professional contributions. These contributions should be recognized as outstanding by their peers and should be known to members of the Committee on World Forestry.

### **III-J International Member**

Shall be graduates of a forestry program or program within the broad field of forestry and not a citizen or permanent resident of the United States, its possessions, Canada, or Mexico.

"Broad field of forestry" is defined as those biological, quantitative, managerial, and social subject areas that are focused on the management and conservation of forest resources. "Qualifying experience" occurs when one spends at least one-half of one's employment duties within the broad field of forestry.

### **III-K Application Form**

Applications for Professional Member, Conditional Professional Member, Associate Member, Technician Member, Student Member, Corresponding Member, and International Member shall be submitted on printed forms supplied by the executive vice-president. These forms will provide for presentation of required information regarding the candidate's eligibility for membership.

### **III-L Application Process**

All applications for membership shall be sent to the executive vice-president. Each application shall be checked to ensure that the applicant has complied with the requirements for membership contained in the *Constitution and Bylaws*. The executive vice-president shall promptly notify each applicant of the approval or denial of their application for membership. When an applicant is not admitted, the action and reasons will be reported to the applicant.

Membership shall commence on the date of approval of the application or upon receipt of dues, whichever is later. If dues are not paid within 90 days after notification of approval of the application, admission may be voided.

### **III-M Resubmission**

An application rejected the second time may not be resubmitted for the same membership category until after 12 months following such rejection. If the Executive Vice-President so desires, it may be resubmitted at any time for another membership category.

### **III-N Posthumous Admission**

No person shall be admitted to membership posthumously, nor be continued as a member when deceased. Names of the deceased shall be published in *The Forestry Source*.

### **III-O Termination of Membership**

Membership may be terminated by (1) voluntary resignation, (2) failure to pay dues, (3) expulsion for unprofessional conduct, or (4) death.

A voluntary resignation shall be accepted by the executive vice-president provided charges of unprofessional conduct are not pending against the member and provided the member is in good standing at the time and dues are paid for the current year, except that the current year's dues shall not be required from members resigning prior to January 31.

In the case of a member whose dues remain unpaid on April 1, the executive vice-president shall notify the member and the secretary of the Member's state, multistate, or intrastate society that the dues must be paid, or a request for waiver or postponement made, within 60 days. If the dues are not paid, or request for waiver or postponement is not made by the member or appropriate state or multistate society within 60 days after such notice, membership shall automatically terminate. If charges of unprofessional conduct are pending, membership shall not terminate until the charges have been disposed.

Notice of termination of membership shall be provided to the state, multistate, or intrastate society of the member.

### **III-P Reinstatement**

Former members shall be eligible for reinstatement to the category they previously held provided they meet the current

membership requirements. Payment of an admission fee or back dues is not required.

Any member expelled or forced to resign because of unprofessional conduct may be reinstated only by unanimous vote of the Council.

### **III-Q Cultural Diversity**

A committee on Cultural Diversity shall be established by the Council and appointed by the president.

The Cultural Diversity Committee shall be composed of seven SAF members in good standing, none of which will be Council members. Two members will be appointed each year to serve three-year terms with no member serving consecutive terms. The chair will be appointed in odd-numbered years for a two-year term. The Cultural Diversity Committee shall have the responsibility for recommending to Council policies and programs aimed at achieving diversity principles approved by Council; and providing leadership for diversity programs amongst the membership of the Society of American Foresters.

### **DUES IV-A Dues Schedule**

1.

Membership dues shall become effective on January 1 of each year. Honorary Members shall not be charged dues.

2.

Annual membership dues may be adjusted by the Council in order to meet the needs of the membership for services, programs, or other member considerations. When a dues adjustment is being considered, the president shall notify the chairs of the state, multistate, and intrastate societies and request time for consultation at the meeting of the House of

### **IV-B Payment of Dues**

Dues shall be payable on or before the first day of January. All members, except Honorary, shall be billed for annual dues by the executive vice-president between September 1 and October 31 of the year preceding the year for which the dues are payable. Members who prefer to pay dues in four installments shall be eligible to do so if the first quarter of annual dues plus a service charge are paid by December 1 and the remaining installments of annual dues plus service charges are paid by the following June 30. If a member does not pay the first installment by December 1, that member shall not be eligible to pay dues in installments. Members not paying dues in

installments whose dues remain unpaid shall be billed again in January.

Members in arrears as of March 1 shall be notified that they are in bad standing, and thus ineligible to vote, to receive the *Journal of Forestry* and *The Forestry Source*, and to be a candidate for office, until the dues are paid.

Student Members who become Members during the calendar year in which they are graduated shall not be charged Member dues for that year.

### **IV-C Husband-Wife Membership**

If both a husband and wife are eligible for membership in the Society they must both pay the full amount of dues applicable to the membership category for which they are eligible; except upon request one spouse may elect to substitute another SAF periodical for the *Journal of Forestry*.

### **IV-D Waiver and Postponement of Dues**

The Council shall act upon requests for waiver or postponement of dues. The Council may waive or postpone payment of dues by any member upon its own initiative.

The Council may temporarily waive in part or in full, or postpone the payment of, dues of any member on account of sickness; absence from the United States, its possessions, Canada, or Mexico; unemployment or financial stringency; or for other reasons which the Council may deem sufficient. In especially meritorious and exceptional cases when the member has rendered long and faithful service to the Society and when the member's financial status makes such action appropriate, the Council may waive dues permanently, providing at least 10 members of the Council favor such action. Retirement for age from active forestry practice on a pension or a retirement annuity will not alone be deemed sufficient reason to grant a member permanent waiver of dues.

### **IV-E Golden Members**

Persons who have 50 years of cumulative membership in the Society are recognized with the Golden Membership Award. The payment of all dues shall be permanently waived for Golden Membership Award recipients, however, they will be required to pay an additional fee if they choose to receive a physical copy the *Journal of Forestry*.

### **IV-F Sustaining Members**

The Council may establish a special dues rate for and recognize as Sustaining Members persons who provide additional financial support for Society activities. This recognition shall be open to all members but carries no additional rights or privileges. Sustaining Members shall be recognized in *The Forestry Source*.

#### **IV-G Retired Status**

Fellows, Professional Members, Conditional Professional Members, Associate Members, and Technician Members who retire from active forestry practice, after having been members of the Society for five years or more, may, upon application to the Council, be eligible for retired status. Retired status is available to members retired from full-time, active forestry employment with consequent substantial reduction in income.

#### **IV-H Return of Dues**

No member shall be entitled to return of fees or dues upon discontinuance of membership.

#### **OFFICERS AND COUNCIL V-A Nominating Committees**

A National Nominating Committee of three Fellows or Members shall be appointed by the president, with approval of the Council, not later than February 1 each year. No Council member may serve on the National Nominating Committee, except that the executive vice-president may serve as secretary without vote.

The members of the National Nominating Committee and the date of the election shall be published together with a notice of provisions for nomination by petition no later than the March issue of *The Forestry Source* and in all successive issues prior to close of nominations and that this same information be posted on the Society's web site until the close of nominations.

The National Nominating Committee shall (1) supplement petitions with other nominations of persons eligible to hold elective office when necessary to provide at least two candidates for the office of vice-president; (2) set the date of election and announce it to the Society no later than the April issue of *The Forestry Source*; (3) cause to be published in *The Forestry Source* each month beginning in April the available nominations by petition and any nominations of the committee; (4) proactively call for nominations from the membership; and (5) approve the form of the ballots.

A voting district nominating committee of three Fellows or Members shall be appointed by the president after consulting with the state, multistate, or intrastate society chairs within the voting district, no later than February 1 of the election year for that voting district. The voting district nominating committee shall supplement petitions with other nominations when necessary after July 1 to provide at least two candidates for each Council office.

All nominations by nominating committees must be received in the national office by August 1.

#### **V-B Nomination by Petition**

Nominations by petition shall be subject to the following conditions: (1) each petition shall name but one candidate; (2) all candidates must be either Members or Fellows in good standing; (3) a petition shall bear the signatures and printed names of at least 30 voting members of the Society who at the time of signing such petition are eligible to vote in the forthcoming election. A petition shall be accompanied by a letter from the candidate stating agreement to be a candidate and to serve if elected, a brief, factual professional biography of the candidate, and a recent photograph of the candidate for publication. A voting member may not sign more than one nominating petition for vice-president nor more than one nominating petition for member of the Council within the member's voting district, nor sign a petition for members of the Council from other than that voting district; (4) petitions must be received at the national office on or before June 1 for that year's election.

#### **V-C Date of Election**

The date of election, to be selected by the National Nominating Committee, shall not be before November 1 nor later than November 15.

#### **V-D Ballots**

The form of ballots shall be approved by the National Nominating Committee and the ballots shall be distributed by the executive vice-president to the voting membership by October 1. The ballots sent to the members shall (1) state the offices to be filled; (2) list the names of the candidates for each office in alphabetical order; (3) show the closing date for receiving the ballots; and (4) be accompanied by a brief, factual professional biography and recent photograph of each candidate. SAF will conduct elections electronically and make some provision for SAF members who are not connected to the internet so they are able to

vote.

### **V-E Election**

A Tellers Committee shall be appointed by the president by September 15 to count the ballots. Ballots shall be counted using instructions approved by the Council. A plurality or simple majority of the votes cast shall determine the winning candidates. In the case of a tie vote, a runoff election shall be held. A simple majority of the votes cast shall determine results of referendums, except two-thirds of the votes cast shall be required to approve (1) a Constitutional amendment, (2) an amendment to *Forest Policies*, and (3) adoption of a proposed national position where doubt exists as to whether or not there is general agreement. The results of the election shall be announced promptly to the candidates and the state, multistate, and intrastate societies, and shall be published in the earliest possible issue of *The Forestry Source* and/or the *Journal of Forestry*. The tellers shall certify as an alternate Council member for each voting district the candidate receiving the second highest number of votes. Alternate Council members shall be certified to the president and executive vice-president by the tellers.

### **V-F Vacancies**

In case of death or resignation of a Council member, the alternate Council member from that voting district shall replace that member of the Council. If the alternate Council member is unable to assume this responsibility, the Council shall fill the unexpired term of the Council member with a Member or Fellow from the same voting district. If an alternate or appointee fills an unexpired Council term of less than 18 months of the three-year term, this person may be a candidate for Council in the next regular election for that seat and serve the full term if elected.

### **V-G Compensation and Expenses**

None of the elected officers or Council members of the Society shall receive compensation from the Society. An officer or representative of the Society may be reimbursed for actual travel and subsistence expenses, and for other necessary expenses in attending meetings or transacting Society business, if specifically authorized by the Council.

### **V-H Indemnification**

All Council members, officers, employees, and their heirs, executors, and administrators shall

be indemnified by the Society of American Foresters against any costs and expenses, including counsel fees, reasonably incurred in connection with any civil, criminal, administrative, or other claim to which they might be made a party by reason of being Council members, officers, or employees of the Society of American Foresters, provided they are not adjudged derelict in the performance of their duties; and having acted in good faith in what they considered to be the best interests of the Society and with no reasonable cause to believe the action was illegal.

### **V-I Council Meetings**

Council meetings shall be held upon call of the president, the president pro tempore, or a quorum of the Council. Regular meetings may be held at such times and places as may be fixed by the Council. Except in emergencies, all Council members shall be notified at least 21 days in advance of the date and place of the meetings and, as far as practicable, of the principal matters to be acted upon.

In the absence of a quorum at any Council meeting, action may be taken subject to approval of a majority of the Council by subsequent ballot. A Council member unable to be present at any meeting may authorize in writing another Council member to cast their vote on any matter that has been presented for Council consideration in advance of the meeting.

Absent members shall be notified promptly of action taken at Council meetings, even though a quorum may have been present.

### **V-J Council Action between Meetings**

Between meetings of the Council, matters may be referred for decision by mail to the Council by any officer, Council member, state, multistate, or intrastate society, or by petition of five or more voting members. If a matter has not previously been discussed at Council meetings, at least two weeks must elapse between presentation of the matter to the Council and balloting, except that in matters of great urgency the president is empowered to call for an immediate vote of the Council. Ratification of those interim Council actions reflecting a unanimous decision will be completed at the next scheduled Council meeting in one block. All other interim actions may be ratified separately.

### **V-K Executive Committee**

An executive committee of the Council,

consisting of the president, vice-president, immediate past-president, and three other Council members appointed by the president with concurrence of the Council, may be designated to handle essential business of the Society between meetings of the Council. All actions of the Executive Committee shall be reported promptly to the Council and be subject to its approval.

#### **V-L Appeal of Council Actions**

The right of appeal by petition, as provided and limited by the Constitution, shall lie against any action or position taken by the Council; provided that in the case of conflicting petitions or petitions opposing a referendum previously initiated by the Council but not yet completed, the Council shall determine the course deemed best for the orderly and effective management of Society affairs.

#### **V-M Submission of Council Actions to Membership**

The Council may submit proposed position statements to the membership in a referendum, and shall do so in case of appeal from its action unless within two months from receipt of said appeal the Council adopts the position of the petitioners.

Referendum proposals shall be published in *The Forestry Source* and/or the *Journal of Forestry*. Following publication, discussion of the proposal should appear in *The Forestry Source* and/or the *Journal of Forestry*. Referendum ballots shall be mailed only after members have received at least one issue of the publication subsequent to that in which the proposal originally appeared.

#### **V-N National Committees and Task Forces**

All national committees and national task forces shall be limited to the objectives, organization, and activities that are stated in committee and task force charters. Committee and task force charters are approved and amended by the Council. National committees are established to carry out continuing Society activities. National task forces are established to accomplish specifically assigned tasks. The need for national committees and task forces and their charters shall be reviewed by the Council at least biennially.

Except as specifically provided for in the *SAF Constitution and Bylaws*, the following provisions apply. Committees and task forces may be established and abolished by the Council. Members of national committees and

task forces shall be appointed by the president, to be broadly representative of the employments, geographies, and appropriate specialties of forestry. The executive vice-president shall assign a national staff member as staff liaison (nonvoting) to each national committee and task force. Members of task forces serve until completion of the tasks for which they were appointed. Any member of any committee or task force, including the chair, not specifically mentioned by title in the charter of the committee or task force, is subject to removal by the president. The president may fill vacancies thus created.

National committees or task forces, and members thereof, shall not represent or speak for the Society unless specifically authorized by the Council.

National committees or task forces shall not expend funds of the Society unless authorized by the Council. The correspondence of national committee and task force chairs shall be conducted on SAF stationery supplied by the national office.

#### **V-O Representatives to Other Associations**

Representation of the Society to appropriate other organizations, by representatives appointed by the president shall be authorized by the Council and conducted under terms and procedures established by the Council. Such representatives shall not take forest policy action on behalf of the Society without approval of the Council, or, where time does not permit, approval of at least two national officers of the Society.

#### **V-P Finances**

1. The fiscal year of the Society shall end on December 31.

2. The executive vice-president's books shall be audited at the close of each fiscal year by a certified public accountant.

3. The executive vice-president and all employees handling funds of the Society shall be bonded in suitable amounts as decided by the Council, at the Society's expense.

4. All bills against the Society shall be approved by the person or committee authorized to incur expenses before they are paid by the executive vice-president.

5. The funds of the Society shall be deposited, up to insurable limits, in any bank approved by the Council or in any federally insured institution. To maximize

revenue, funds may also be invested in accordance with the Investment Objectives and Guidelines approved by Council.

6.

A budget showing estimated receipts and expenditures shall be prepared by the executive vice-president at the beginning of each year. Upon Council approval of the budget, a summary shall be published in *The Forestry Source*. Expenditures within the limitations of the budget may be made by the executive vice-president without further authorization from the Council. Expenditures for any purpose in excess of the amount allotted in the budget, or for purposes not provided for in the budget, shall require special authorization of the Council, except that minor transfers from one appropriation to another may be made without such authorization. The sale of real property shall be approved by Council. The sale of a capital asset, other than components of the investment portfolio, with a value greater than ten thousand dollars shall be approved by Council. The budget may be amended at any time by action of the Council.

7.

Foresters' Fund. The Society shall maintain a Foresters' Fund, the annual earnings of which shall be used primarily 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 state societies, divisions, and chapters in achieving the mission of the Society.

8.

Funds donated or reserved for special purposes shall be accounted for separately from the general funds of the Society.

## V-Q Bylaws

Bylaws shall become effective upon establishment unless otherwise specified by the Council. Notice of bylaw changes shall be published or otherwise made known to members as soon as practicable after establishment or amendment.

## **STATE, MULTISTATE, OR INTRASTATE SOCIETIES; STATE OR MULTISTATE DIVISIONS; AND CHAPTERS VI-A State, Multistate, or Intrastate Societies**

State, multistate, or intrastate Societies of American Foresters shall be established by the Council in accordance with the following provisions: (1) a state society may be established by the Council upon written petition of 30 or more voting members resident within the state and upon approval by referendum of the members affected; (2) a multistate society may be established by the Council upon written petition of 30 or more voting members resident in a multistate area and upon approval by referendum of the members affected; and (3)

an intrastate society may be established by the Council.

All members of the Society in good standing are entitled to membership in that state, multistate, or intrastate society in which they shall establish domicile. The domicile shall be their home or residence, unless their place of business and professional affiliations lie within the territory of another state, multistate, or intrastate society, when, by notification in writing to the national office, they may establish domicile in such area for the purpose of state, multistate, or intrastate society membership. An individual can be a voting member of only one state, multistate, or intrastate society, but may become an associate member of any other state, multistate, or intrastate society.

Each state, multistate, or intrastate society shall confine its membership to individuals whose domicile is within its territory, but may admit to associate membership individuals whose domicile is elsewhere.

The executive vice-president shall furnish each state, multistate, or intrastate society secretary near the beginning of each year the names and addresses of all members of the Society in good standing within the territory of the state, multistate, or intrastate society. He shall also notify the state, multistate, or intrastate society secretaries from time to time during the year of changes due to death, resignation, termination of membership, new elections, or transfer from one state, multistate, or intrastate society to another. In addition, the executive vice-president may provide mailing labels, working group affiliations, and other automation products upon request.

The executive vice-president shall collect and forward dues of the state, multistate, or intrastate society to the state, multistate, or intrastate society secretary.

State, multistate, or intrastate societies shall report promptly to the executive vice-president the election of state, multistate, or intrastate society officers, the adoption of and amendments to state, multistate, or intrastate society bylaws in addition to the standard minimum bylaws, and shall report at least once a year on the proceedings of the state, multistate, or intrastate society.

State, multistate, or intrastate societies shall schedule meetings so as not to conflict with the annual meeting of the Society.

Each state, multistate, or intrastate society secretary shall furnish the executive

vice-president with copies of papers presented at meetings of the state, multistate, or intrastate society.

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

### **VI-B State or Multistate Divisions**

A state or multistate division may be authorized by the executive committee of a multistate society upon written petition of 30 or more voting members resident in the state or multistate area, and upon approval by referendum of the members in the state or multistate area. A state or multistate division shall hold at least one meeting each year to retain its authorization.

A state or multistate division shall report promptly to the multistate society chair and the executive vice-president the election of state or multistate division officers, the adoption of state or multistate division bylaws and amendments thereto, and shall report at least once a year on the proceedings of the state or multistate division. Actions or recommendations of a state or multistate division on Society affairs will be transmitted to the multistate society for recommendation to the Council.

A multistate society is authorized to appropriate funds to the state or multistate division for the conduct of its business.

Upon request, the executive vice-president will collect and forward dues of state or multistate divisions, and may provide mailing labels, membership rosters, and other automation products.

### **VI-C Chapters**

A chapter shall hold at least one meeting each year to retain its authorization.

Adjacent chapters of adjoining state, multistate, and intrastate societies may conduct joint activities when the executive committees of such societies determine that topography, accessibility, and concentration of membership make this arrangement desirable.

A chapter shall report promptly to the state,

multistate, or intrastate 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 proceedings of the chapter. Actions or recommendations of a chapter on Society affairs will be transmitted to the state, multistate, or intrastate society for recommendation to the Council.

A state, multistate, or intrastate 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 products and services.

Student chapters are authorized and 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.

### **VI-D House of Society Delegates**

The chair of the House of Society Delegates (HSD) or representative shall be invited to attend all Council meetings. The chair-elect of the House of Society Delegates shall be invited to attend the fall Council meeting, at the expense of the HSD.

The purposes of the formal partnership between HSD and Council are to strengthen the communication between the two groups and to ensure that the recommendations of HSD are brought before Council. The elements of the partnership between Council and HSD are twofold: (1) The chair of HSD will prepare HSD recommendations to be either action items or information items for Council's consideration; (2) The HSD will work with Council to identify the issues of national concern that are pertinent to both groups and that merit consideration by HSD. To fulfill the intent of this partnership the HSD chair will attend, in a nonvoting capacity, Council meetings and participate in Council discussion with the exception of those requiring executive session.

### **FOREST SCIENCE AND TECHNOLOGY BOARD, SUBJECT AREAS, AND WORKING GROUPS VII-A Mission**

The mission of the Forest Science and Technology Board, subject areas, and working

groups, shall be to provide within the Society an effective means for the dissemination, and use of forest sciences.

### **VII-B Forest Science and Technology Board**

The chair of the Forest Science and Technology Board shall be appointed by the president, with consultation from the Forest Science and Technology Board, to serve a term of two calendar years commencing on odd-numbered years. The chair shall not be a representative of a subject area during the term as chair. The chair will attend, in a nonvoting capacity, Council meetings and participate in Council discussion with the exception of those requiring executive session. Representatives of subject areas are automatically members of the Forest Science and Technology Board.

The Forest Science and Technology Board shall be governed by the *SAF Constitution and Bylaws*. Approval by the Council shall be obtained before the issuance of statements. The Board shall submit a report on its activities and recommendations to the Council at least annually. The Board shall meet at the time of the Society's annual meeting and at other times as may be needed.

The Forest Science and Technology Board with the Working Groups will develop objectives for governing their programs and activities.

### **VII-C Subject Areas**

To facilitate communication, the disciplines of forestry shall be grouped into subject areas as established by the Forest Science and Technology Board. Current subject areas are: Resources Measurements, Forestry Systems, Ecology and Biology, Management and Utilization, Decision Sciences, and Social and Related Sciences. Subject area representatives shall not serve concurrently as officers of working groups. Representatives shall communicate recommendations of their respective working groups to the Forest Science and Technology Board.

### **VII-D Working Groups**

Working groups shall be communities of interest within the Society. They shall be established by the Forest Science and Technology Board as the need is evident, and terminated by the Board when that need no longer is evident. Operating under provisions of the *SAF Constitution and Bylaws*, working groups shall report to the Forest Science and Technology Board through the representatives of their respective subject areas.

Working groups shall have flexibility to determine and carry out projects provided they are in accordance with the *SAF Constitution and Bylaws*. Use of general funds of SAF for working group activities must be approved by the Council. However, working groups may solicit funds from their members for the actual cost of individual projects when approved by the working groups' officers. The working groups may meet at the time of the annual meeting of the Society.

Working groups shall annually report to the Forest Science and Technology Board significant new forest science and technology developments that merit dissemination to the membership.

Working groups shall annually provide the Forest Science and Technology Board with a two-year plan of action for dissemination of forest science and technology to the general membership through national, regional, and state workshops, conferences, symposia, publications, and other means.

Working groups shall submit an annual report on their activities to the Forest Science and Technology Board.

### **VII-E Elections**

Members of the Forest Science and Technology Board, consisting of representatives of each of the subject areas, shall be elected for a three-year term, and shall not serve consecutive terms nor be elected for more than two terms. The terms of elected representatives shall commence on January 1 following election. Terms of representatives shall be staggered, with two representatives elected each year: A-Resources Measurements and E-Decision Sciences; B-Forestry Systems and D-Management and Utilization; C-Ecology and Biology and F-Social and Related Sciences. The leadership of the working groups within each subject area shall form a nominating committee of not less than one representative per working group, one member of whom shall be designated chair by the chair of the Forest Science and Technology Board. The nominating committee shall present to the chair of the Forest Science and Technology Board at least two nominees before June 1, prior to the expiration of the term of the incumbent. Ballots shall be counted and the election certified no later than 30 days prior to the date set for the national convention in that year. Election shall be by ballot of the elected leadership of the working groups within each subject area. The nominee receiving the

plurality of votes cast shall be elected. Vacancies occurring prior to the expiration of the term shall be filled by appointment by the chair of the Forest Science and Technology Board after consultation with the working group chairs of the subject area involved. Subject area representatives shall not serve concurrently as working group officers.

The Forest Science and Technology Board shall provide procedures for nomination of members and fellows as candidates for election as working group officers and shall provide procedures for elections.

### **VII-F Science and Technology Dissemination**

Each state, multistate, or intrastate society may appoint a science and technology coordinator for a two-year term beginning January 1 of odd-numbered years. A science and technology coordinator may be reappointed a total of two consecutive terms.

If appointed, the science and technology coordinator shall assess society membership needs for continuing education in forest science and technology at least every three years and inform the Forest Science and Technology Board of the identified needs.

The science and technology coordinator shall develop continuing education opportunities through workshops, seminars, publications, and other means. Cooperation with research organizations, universities, extension, and other professional state societies should be considered.

Each state, multistate or intrastate society shall schedule and organize a science and technology workshop, conference or symposium at least every other year with liaison and guidance from the Forest Science and Technology Board, working groups, and national office. A reference copy of proceedings produced shall be provided to the national office.

### **ETHICS VIII-A Definition**

"Unethical conduct" is any action by a member that violates the Society's Code of Ethics.

### **VIII-B Ethics Committee**

The Ethics Committee shall be composed of five SAF members in good standing. A new member shall be appointed by the president each year to serve a five-year term. The executive vice-president shall be the SAF staff

liaison to the Committee. The Ethics Committee shall have the responsibility for hearing and investigating ethics charges, sustaining or dismissing charges, and determining what disciplinary measures shall be imposed.

The Ethics Committee shall also serve in an advisory capacity to persons who are considering charges of unethical conduct but are unclear as to the meaning or relevance of specific principles and pledges in a given situation. Such requests for guidance shall be kept anonymous, including those against whom charges may be brought. Any guidance provided by the Committee shall be restricted to only the general relevance of specific principles and pledges or the Code of Ethics as a whole to the particular situation.

The Ethics Committee is authorized to review the facts and findings of all prior ethics cases, where such cases may provide precedent or guidance to the Committee in reaching a decision. The Committee shall maintain confidentiality with respect to all past cases. All material related to ethics cases shall be securely stored under the control of the executive vice-president.

### **VIII-C Charges**

Information and charges of unethical conduct shall be submitted to the president and shall refer to the specific principles and pledges of the Code of Ethics alleged to have been violated. Such information and charges shall be signed by two or more persons and submitted to the president in writing. These persons may or may not have sought advice from the Ethics Committee prior to bringing charges. Charges shall be supported with information available to the charging parties at the time of submission to the president. Firsthand knowledge, although preferable, is not a requirement for submitting charges of unethical conduct.

### **VIII-D Notification of Charges**

The president shall refer information and charges of unethical conduct to the Ethics Committee. However, the president may direct the Ethics Committee to defer review of the complaint against a member in the event the president has knowledge that the subject matter of the complaint is involved in a court or other judicial proceeding and final judgment has not yet been entered in the case or that any appeals connected with the litigation have not been concluded. The president shall direct the Ethics Committee to resume the review when all litigation has been concluded. The president

shall also inform Council that charges have been brought, but shall not provide Council with the name of the accused, or with any other information related to the case.

At the time of referral to the Ethics Committee, the president shall inform the accused member of the charges (including all information submitted by the persons bringing charges), advise the accused that the Ethics Committee is making an investigation, and shall also advise the accused member of the right to respond to the Committee concerning the charges. After considering the information and charges, any response of the accused, and all other information available to it, the Ethics Committee shall either reject the case or ask the president to proceed with appointments for further investigation. In all duties related to the ethics process, the president may direct the executive vice-president to act on behalf of the president.

#### **VIII-E President's Action**

The president shall appoint two member peers to serve with the Committee on Ethics in the hearing of charges. These peers shall be considered members of the Committee for the purposes of the specific case for which they are appointed. Prior to accepting an appointment as peers, members shall be given enough information about the case to determine if they should recuse themselves on the basis of a conflict of interest or other personal bias. Similarly, any member of the Committee shall recuse themselves from a particular case due to conflict of interest or other personal bias.

#### **VIII-F Investigation by the Ethics Committee**

The augmented Ethics Committee shall conduct a full investigation, sustain or dismiss the charges, and determine disciplinary action, if any. An affirmative vote of at least two-thirds of the augmented Committee is required to sustain charges. For logistical purposes, a quorum for all votes shall consist of at least three members of the Ethics Committee and both peers. Each individual signing a charge of unethical conduct may be required to cooperate with the Committee by submitting such evidence as the individual may have, or by directing the Committee to other sources of information.

The accused shall also be informed of the right to submit to the Committee evidence and/or a statement regarding the charges within 60 days after notification. The Ethics Committee shall also ask those signing charges to provide any additional relevant information the Committee should consider after reviewing the information submitted by the accused, and provide the

accused with one additional opportunity to respond to the charges. The accused shall be given an opportunity to appear before the Committee to refute the charges. The Committee must hold a hearing if requested by the accused. At the hearing, the accused may present witnesses and evidence on the accused's behalf, and may be represented at such hearing by counsel of their choice at no expense to the Society. If the accused does not request a hearing, it is the discretion of the Committee to hold a hearing.

The Committee shall promptly convey its decision to the president, the accused, and those bringing charges. The decision shall consist of a brief statement providing the Committee's rationale, but without detailed background or evidential material. The president shall convey the Committee's decision to Council upon appeal or after the 90-day appeal period has expired.

#### **VIII-G Appeals**

The SAF Council shall serve as the appellate body, should the accused wish to appeal the decision of the Ethics Committee. The accused shall have the right to appeal the decision or discipline imposed by the augmented Committee. Such request for appeal shall be submitted to the president within 90 days of the Committee's decision. The president shall refer an appeal to Council, who shall honor all such requests. All relevant information held by the Ethics Committee shall be available to Council.

In hearing an appeal, Council shall consider the information that was available to the Ethics Committee, and any information that may have become available after the Committee's decision had been rendered. Council shall not conduct its own investigation. The appeals procedure shall consist of a formal hearing, with the presentation of briefs by the accused and by the Committee. The Committee shall be represented by the chair or their designee. Council may question both the accused and the Committee member. Council shall reach its decision on the basis of the merits of the briefs and the open dialogue with the accused and the Committee member. A Committee decision may be overturned by an affirmative vote of at least two-thirds of the Council.

#### **VIII-H Charges Dismissed**

If the charges are dismissed, the accused and those signing the charges shall be so informed; there shall be no public announcement unless specifically requested by the accused member. If so requested, the president shall publish a brief statement in *The Forestry Source* to the

effect that charges of unethical conduct were presented against the accused member and, after investigation, were dismissed.

#### **VIII-I Charges Sustained**

If the charges are sustained, the Ethics Committee shall determine whether the accused shall be reprimanded, censured, expelled, or otherwise disciplined. The president shall administer any such discipline. The president shall promptly inform the accused and those signing the charges and shall publish in *The Forestry Source* a brief statement of the findings and the actions taken. When warranted in special cases, the president may, with the approval of the Council, provide additional information about charges of unethical conduct and action taken regarding such charges or cause such information to be published in *The Forestry Source* or the *Journal of Forestry*. Such information may include a statement of the charges, evidence, and a summary of the reasons for the decision. Publication of such information shall be accompanied by a statement indicating that it is published solely for the information of members.

#### **VIII-J Finality**

Action taken on charges of unethical conduct shall not be terminated, either by the voluntary resignation of the accused or by their failure to pay dues, until the Committee has disposed of the charges. Pending such disposition, a member charged with unethical conduct who ceases to pay dues shall not receive Society publications and shall not have the privilege of voting. The Committee's decisions shall be final and binding on both the accused and those bringing the charges, unless appealed to Council as prescribed in VIII-G. The Council's decision shall then be final and binding.

#### **VIII-K Confidentiality**

During the course of the entire process, the existence of ethics charges, and all relevant information, should be held confidential by anyone who may be aware of such information. This includes the accused, those bringing charges, the president, SAF staff, the augmented Ethics Committee, and Council. However, third parties may become aware of the case during the course of gathering testimony and relevant information. In such situations, all third parties shall be asked to respect the confidential nature of the matter. As the appellate body, Council should be particularly sensitive to unsolicited information,

referring parties offering such information to the Ethics Committee.

#### **COMMUNICATIONS IX-A Publications**

The executive vice-president shall be responsible to the Council for the business affairs and administrative policies of all Society publications. Publication in *The Forestry Source* shall constitute official notice to the membership. In addition, Council approves the publication of the following professional journals and other periodicals: *The Journal of Forestry*, *Forest Science*, and the *Southern, Northern and Western Journals of Applied Forestry*. *The Forestry Source* and the *Journal of Forestry* will regularly include materials useful to members in communicating to the public that science-based management is the most effective way to provide society with all the benefits of our forest resources.

#### **IX-B External Communications**

An External Communications Committee of six SAF members will be appointed by the President for a two-year term. The Committee shall advise the Council on ways to improve external communications and public relations of the Society.

#### **MEETINGS X-A Program Committee**

A committee on annual meeting programs shall be established by the Council and appointed by the president.

The committee shall be responsible for the general program of the annual meeting with the thrust directed at national issues, Society affairs, and subjects of national interest or significance to the profession. The committee shall select themes, topics, speakers, and session chairs, and prepare a preliminary program by March 1. The executive vice-president shall publicize the program in the *Journal of Forestry*, *The Forestry Source*, or in a detailed preconvention program.

#### **X-B National Assembly**

The agenda and the time allotted to each topic on the National Assembly agenda shall be developed by the president with the assistance of the executive vice-president.

#### **X-C Official Reports**

The president, executive vice-president, and such other persons as the president may designate shall report to the Society at the National Assembly regarding activities during

the preceding year. Chairs of national committees, task forces, the Forest Science and Technology Board, and the House of Society Delegates shall report to the National Assembly at the option of the president. Official reports presented at National Assembly shall be published in *The Forestry Source* as appropriate and as soon as practicable.

#### **X-D Joint Activities with Non-SAF Organizations**

Joint activities with non-SAF organizations shall promote the objectives of the Society. SAF should participate throughout the planning and implementation of the joint activity. SAF funds for such activities may be committed only by prior authorization of the governing body of the unit involved.

### **EDUCATION AND CERTIFICATION**

#### **XI-A Approved Curricula and Accredited and Candidate Forestry Programs Defined**

The Committee on Accreditation shall approve curricula, accredit forestry programs, and grant candidate status to forestry programs in accordance with the Standards and Procedures for Accrediting Educational Programs in Professional Forestry. A two-thirds vote of those committee members present and eligible to vote is required for accreditation actions by the Society. The Council, with the addition of a public member, shall preside over any accreditation appeal. A two-thirds vote of those present and eligible to vote is required to act on accreditation appeals by the Society.

#### **XI-B Accreditation and Recognition of Educational Programs in Forest Technology Defined**

The Committee on Forest Technology School Accreditation shall approve curricula and accredit forest technician education programs in accordance with the Standards and Procedures for Accrediting Educational Programs in Forest Technology. A two-thirds vote of those committee members present and eligible to vote is required for accreditation actions by the Society. The Council, with the addition of a public member, shall preside over any accreditation appeal. A two-thirds vote of those present and eligible to vote is required to act on accreditation appeals by the Society.

#### **XI-C Certification Review Board**

The Certification Review Board (the Board) shall develop, establish, and maintain standards and procedures for individuals to become certified and recertified under the Certified Forester® (CF®) program as outlined in the *Administrative Rules for the*

*Certification Review Board* and the *Certified Forester Certification Program Handbook* hereafter referred to as the *CF Certification Handbook* as adopted by the Board.

Appointments to the Board will be by the SAF President and consist of eight SAF members, who shall maintain current CF status (one of whom may be a CFE Coordinator), and one public representative, who may not be a CF nor be eligible to become one. The public representative will serve on the CRB to represent the public interest in forester certification. Board members should represent a diversity of forest resources employers and geographic regions, Board members may not be current Council members. The Board Chair may appoint ex-officio members as deemed necessary by the Board. Ex-officio members shall have no vote.

Appointments shall be for three-year terms. A member may serve no more than two consecutive terms. A chair or co-chairs will be elected by the Board and serve for a two-year term. The SAF Executive Vice-President will appoint a staff member to serve as the Board secretary and SAF liaison.

The Board shall be governed by processes outlined in the *CF Certification Handbook*, and in the *Administrative Rules for the Certification Review Board*, as adopted by the Board. The CRB will review and act upon certification policies and procedures by majority vote. The Society of American Foresters' national office will administer the CF program following procedures in the *CF Certification Handbook* and *Administrative Rules for the Certification Review Board*.

The national office staff and the Board have the authority to grant or to deny certification or recertification and to revoke or suspend certification according to the criteria and procedures stated in the *Administrative Rules for the Certification Review Board* and the *CF Certification Handbook*.

In accordance with the *Administrative Rules for the Certification Review Board* and *CF Certification Handbook*, the Board shall act on complaints of noncompliance with regards to the *Certified Forester Standards of Professional Practice* and/or the *CF Certification Handbook*.

Those denied certification or recertification or whose certification is revoke or suspend may appeal this action as per the *Administrative Rules for the Certification Review Board* and *CF Certification Handbook*. The Board shall develop, maintain, and administer a program for applying disciplinary action regarding the activities of Certified Foresters.

Expenses required for the operation of the Board shall be defrayed by certification fees as determined by the Board. Any additional amount required to cover the reasonable and necessary expenses of the Board shall

be paid by the Society and approved by SAF Council. Certification fees collected or disbursed attributable to the operations of the Board shall be maintained under the supervision of the SAF Executive Vice-President and accounts details shall be available to the Board at all times.

## **PROFESSIONAL RECOGNITION XII-A Professional Recognition Program**

The program shall be directed by two national committees appointed by the president.

The Committee on Professional Recognition shall solicit nominations and present candidate names to the Council for the John A. Beale Memorial Award, the Gifford Pinchot Medal, the Sir William Schlich Memorial Award, the Young Forester Leadership Award, the Carl Alwin Schenck Award, the Outstanding Forestry Journalism Award, and Honorary Members.

The Forest Science and Technology Board, in addition to its other regular functions, shall solicit nominations for the Technology Transfer Award, the Award in Forest Science, the Barrington Moore Memorial Award, and present names of candidates for the award to Council.

A wall plaque showing the names of recipients by years for the John A. Beale Memorial Award, Barrington Moore Memorial Award, Gifford Pinchot Medal, Sir William Schlich Memorial Award, and Carl Alwin Schenck Award shall be maintained at the national office of the Society.

1.

**JOHN A. BEALE MEMORIAL AWARD:** To recognize outstanding efforts over a sustained period of time in the promotion of forestry through voluntary service to the Society by a member.

2.

**BARRINGTON MOORE MEMORIAL AWARD:** To recognize outstanding achievement in biological research leading to the advancement of forestry.

3.

**GIFFORD PINCHOT MEDAL:** To recognize outstanding contributions by forestry professionals to administration, practice, and professional development in North American forestry. The recipient need not be a member of the Society. The award shall be presented biennially in odd-numbered years if a deserving individual is nominated.

4.

**SIR WILLIAM SCHLICH MEMORIAL AWARD:** To

recognize broad and outstanding contributions to forestry with emphasis on, but not limited to, policy and national or international activities. The recipient need not be a member of the Society or a forestry professional. The award shall be presented biennially in even-numbered years if a deserving individual is nominated.

5.

**TECHNOLOGY TRANSFER AWARD:** To recognize outstanding performance in the area of technology transfer, implementation, and extension. The recipient must be a member in good standing of SAF and active in the field of technology transfer or working group activities. The award shall be presented annually if a deserving individual is nominated.

6.

**YOUNG FORESTER LEADERSHIP AWARD:** Outstanding leadership by a young forestry professional in the development and promotion of an individual project or program or a sustained leadership role benefiting the Society of American Foresters and the practice of forestry. Nominees must be SAF members under 40 years of age at the time of nomination. The project or program may originate in either a chapter or society and should have the potential for national or regional adaptation.

7.

**CARL ALWIN SCHENCK AWARD:** To recognize demonstrated outstanding performance in the field of forestry education by individuals whose efforts exemplify those of Carl Alwin Schenck, founder of the Biltmore Forestry School.

8.

**OUTSTANDING FORESTRY JOURNALISM AWARD:** To recognize high-quality journalistic coverage of topics that increase the American public's understanding of forestry and natural resources.

9.

**SOCIETY OF AMERICAN FORESTERS AWARD IN FOREST SCIENCE:** To recognize distinguished individual research in any branch of the quantitative, managerial, and/or social sciences that has resulted in substantial advances in forestry regardless of the age or seniority of the individual.

**XII-B Golden Membership Award** State, multistate, and intrastate societies shall arrange to award certificates, prepared by the national office, to those who have been members of the Society for 50 years.

**XII-C Fellow** Fellows are SAF members who have rendered outstanding service to forestry and the Society. Council will elect and recognize nominated Fellows.



Society of American Foresters  
5400 Grosvenor Lane  
Bethesda, MD 20814

Toll free: 1.866.897.8720

Local: 301.897.8720

[www.eforester.org](http://www.eforester.org)