

BYLAWS

LOUISIANA SOCIETY OF AMERICAN FORESTERS

ARTICLE 1: NAME AND OBJECTIVES

This organization is a unit of the SOCIETY OF AMERICAN FORESTERS (the SOCIETY or NATIONAL) and shall be known as the "Louisiana Society of American Foresters" or LASAF or the State Society as provided in Article VI of the Constitution of the SOCIETY OF AMERICAN FORESTERS.

The objectives shall be:

- (1) to advance the science, technology, education, and practice of professional forestry in America and to use the knowledge and skills of the profession to benefit society.
- (2) to provide an opportunity for better communications 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 I hereof.

No substantial part 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 provision of any future United States Internal Revenue law).

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 home or residence, unless the member's place of business and professional affiliations lie within the territory of another state society, when, by notification in writing to the NATIONAL office, the member may

establish domicile with said other state society for the purpose of state society membership. An individual may be a voting member of and be eligible for office-holding in only one state society, but may become an associate member of any other state society. Voting members only, per definition in the SOCIETY'S Constitution as being -- Regular, Retired, Fellow -- 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 discussion, 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

Annual dues of the State Society shall be payable from the first day of January, 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, with NATIONAL remitting the state assessment to the Treasurer of the State Society.

Delinquency begins February 1st for members who have not paid NATIONAL and State Society dues. Delinquent members shall be notified by the SOCIETY that they are in bad standing, and thus are ineligible to vote, to receive the Journal of Forestry, to be a candidate for office, or to hold office until the dues are paid. After delinquency through June, the delinquent member is dropped from the NATIONAL rolls, and likewise from LASAF rolls.

Transfer. 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.

ARTICLE 5: GOVERNANCE -- OFFICERS and EXECUTIVE COMMITTEE

OFFICERS of the State Society are empowered to represent the LASAF as agents in matters of execution of the business of the organization; in particular to make decisions for the Executive Committee between meetings of the Committee; such as administrative, personnel, policy concerning officers, or to proceed with assignments as directed by the Executive Committee such as annual plans, budgets; and to handle routine matters of business such as funds, audits, and communication with NATIONAL.

EXECUTIVE COMMITTEE shall give general supervision to the affairs and interests of the State Society, and its contacts with the NATIONAL SOCIETY; it shall control expenditure of all funds; and it shall approve the place, date and program of all meetings. It is the governing body of the State Society. Its composition is such that it truly represents a cross-section of the membership, and thus it can deliberate effectively and expeditiously on all important affairs of the State Society without calling a major meeting of the entire membership. It serves as the advisory body to the Chair.

OFFICERS OF THE STATE SOCIETY include a CHAIR, a VICE CHAIR, a PAST CHAIR, a SECRETARY, and a TREASURER or possibly a combined SECRETARY/TREASURER; and such other officers as may be found necessary; as listed in the minutes of the first Executive Committee meeting held each year.

OFFICERS shall be voting members of the SOCIETY and of the State Society for the duration of their terms. Terms shall be for one (1) year and commence on January 1.

VICE CHAIR is elected for a one year term; and upon completion of said term, shall automatically become Chair for the subsequent term. Upon completion of the office of CHAIR, the individual automatically becomes PAST CHAIR for a one year term. In the event that the CHAIR is unable to complete the full term of office, the VICE CHAIR shall succeed and complete the unexpired term prior to serving a full term as CHAIR.

SECRETARY AND TREASURER or SECRETARY/TREASURER offices shall be appointed by the CHAIR with approval of the Executive Committee.

VACANCIES. Should a vacancy occur as CHAIR, with VICE CHAIR automatically succeeding, the Executive Committee by a majority vote shall appoint a replacement VICE CHAIR who shall assume the duties of the vacant office until the next regular election of officers. In the event the VICE CHAIR 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 VICE CHAIR shall be elected.

DUTIES AND RESPONSIBILITIES OF OFFICERS:

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. 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 meeting of the SOCIETY Delegates; or with the approval of the Executive Committee, appoint an alternate; and perform all other duties commonly incident to such office.

VICE CHAIR, 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 VICE CHAIR shall develop a slate of officers, Executive Committee, and key appointed sub-chairs for the succeeding year, plus a listing of Chapter newly elected officers by November 20th for submission to NATIONAL for Directory purposes. Also, prior to the first Executive Committee Meeting, the VICE CHAIR, in cooperation with the Secretary and Treasurer and any other officers and members, should see that a proposed budget and annual plan is prepared for consideration; that committee charters are reviewed and modified as may be necessary, and new charters developed as necessary.

SECRETARY or SECRETARY/TREASURER or another officer as directed by the Executive Committee shall conduct all State Society elections and referendums which are not conducted by the office of the NATIONAL SOCIETY; keep the minutes of the State Society's meetings and send a copy to the NATIONAL Executive Vice President; conduct correspondence; announce meetings; send agenda for meetings to the Executive Vice President 30 days in advance when possible; and perform such other duties as may be assigned by the Executive Committee or Chair. The Secretary shall prepare and present at the annual

meeting a report on the 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.

TREASURER or SECRETARY/TREASURER or another officer directed by the Executive Committee shall act as custodian of the State Society's accounting records and accounts; receive and deposit all monies and disburse all monies authorized by the Chair (or Executive Committee) on behalf of the State Society; maintain fiduciary records to a level prescribed in SOCIETY guidelines as a minimum for State Society management; and perform such other duties as may be assigned by the Executive Committee or the Chair.

The Treasurer shall prepare and present at the annual meeting a report of the State Society's financial status, including an income and expense statement and balance sheet for the date of the meeting (which may or may not coincide with the end of the LASAF 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 NATIONAL Executive Vice President.

The Treasurer, in response to an annual request from the NATIONAL Executive Vice President, shall provide all information required by the Internal Revenue Service Form 990 and, if the State Society has unrelated business income, Internal Revenue Service reporting requirements are changed, the Treasurer shall provide to the NATIONAL Executive Vice President the information required on any additional form of the Internal Revenue Service.

EXECUTIVE COMMITTEE is the PRINCIPAL STANDING COMMITTEE. It shall consist of the CHAIR of the State Society, acting as Chair of the Committee, other OFFICERS of the State Society, the CHAIRS of the State Chapters, the FOREST TECHNOLOGY COORDINATOR, and OTHERS as appointed by the CHAIR and confirmed by the Officers. The committee shall be listed in the minutes of the first Executive Committee meeting held each year.

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 any additions, deletions, or changes in committee charters. A listing of Committees authorized for the current year shall be cited in the minutes of the first Executive Committee meeting held each year, with the respective charters attached as an exhibit.

It shall be the duty of the Executive Committee to conscientiously and efficiently carry on the affairs of the State Society as they may be directed by NATIONAL priorities, and as may be influenced by activities of the State Society. It is to this committee that the state membership must look for direction, communication, and ultimately leadership in growth of the profession.

QUORUM for the Executive Committee shall be fixed by the Executive Committee each year at its first meeting as a specific number of those constituting the Committee each year; in order for actions taken by said body to be qualified as being representative of the LASAF.

In the event of a Chapter Chair's inability to attend, another Chapter officer may attend in the Chair's place for purposes of a quorum and be authorized to act as a member of the Executive Committee.

Committee business may be transacted by mail ballot, but at least one Executive Committee meeting shall be held annually, which could be coincident with the State Annual Meeting. 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.

ARTICLE 6: ELECTIONS

ELECTION of officers shall be by letter ballot in October. The ballots shall be counted by November 1. The objective is to have three (3) nominees for any elected position.

Nominations made by the Nominating Committee shall be transmitted to the Chair with a copy to the Secretary or Secretary/Treasurer by September 15. Nominations by the membership at large, if endorsed by at least 25 voting members in good standing and presented to the Secretary or Secretary/Treasurer in writing by September 15 shall be included on the mail ballot. Nominations Committee shall determine that the nominees are agreeable to serve if elected.

Treasurer or Secretary/Treasurer shall determine whether all nominees are voting members in good standing, and eligible to hold State Society office. The Secretary or Secretary/Treasurer 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 15.

SECRETARY or Secretary/Treasurer 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 office 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 of each candidate and a return envelope or post card addressed to the Secretary/Treasurer, someone designated by the Secretary/Treasurer, or the Tellers Committee.

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.

A TELLERS COMMITTEE shall count the ballots, and shall promptly certify the results of the election to the Chair, the Executive Committee, the NATIONAL Executive Vice President (by November 15), and all candidates for office. The membership shall be informed of the election results as soon as possible.

ARTICLE 7: STANDING COMMITTEES

Standing committees of the LASAF, of at least three voting members each, shall include, but not be limited to, the EXECUTIVE, MEMBERSHIP, FOREST TECHNOLOGY, NEWSLETTER, ANNUAL MEETING, POLICY-LEGISLATIVE, COMMUNICATIONS, CONTINUING FORESTRY EDUCATION, NOMINATIONS, TELLERS, AWARDS, FORESTERS FUND and AUDITING. The Chair of the LASAF with the approval of the Executive Committee, shall appoint a chair and members of standing committees. The Chair of the LASAF serves as ex-officio member of each committee.

EXECUTIVE COMMITTEE composition and functions were covered hereinabove under "Governance." As described, the Executive Committee shall adopt a charter for each of the other committees, with the respective committee appointments made a part of the minutes of the first Executive Committee meeting each year, with the charters being attached to and made a part of such minutes.

SPECIAL COMMITTEE, authorized by the Executive Committee, shall be appointed by the Chair.

ARTICLE 8: APPOINTMENTS

With the approval of the Executive Committee, the Chair shall make the following appointments:

A. FOREST TECHNOLOGY COORDINATOR. A Forest Technology Coordinator shall be appointed for a two-year term beginning January 1, of even numbered years, and may be reappointed to a total of two consecutive terms. The Forest Technology Coordinator serves on the Regional Technology Committee as provided in the NATIONAL Bylaws.

B. COMMITTEES. The Chair and members of each authorized committee shall be appointed to serve for 1 year terms, beginning January 1.

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

ARTICLE 9: CHAPTERS

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

Chapters and respective officers shall be listed in the minutes of the first Executive Committee meeting of each year.

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

The officers of each Chapter shall include a Chair, a Vice Chair, a Secretary, a Treasurer, and such other officers as may be found necessary. The Secretary and Treasurer may be the same person. Chapter officers shall be voting members of the Society and shall be residents or employed within the boundaries of the Chapter for the duration of the term of office which shall be for one year, beginning January 1.

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

Adjacent Chapters of adjoining state 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 to the LASAF Chair and National Executive Vice President about the election of Chapter officers, by November 5, and about 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 Society for recommendation to the NATIONAL Council.

The State Society is authorized to appropriate funds to the Chapter.

Upon request, the NATIONAL 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 a 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 other Society members employed by an institution designated as SAF-accredited or as a candidate institution for accreditation or by an SAF-recognized forest technician school. Student Chapter officers shall serve for the school year.

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

ARTICLE 10: MEETINGS

The ANNUAL MEETING of the State Society shall be held at the 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. Other meetings will also avoid such conflict.

At least one (1) BUSINESS MEETING consisting of no less than five (5) percent of the voting membership shall be held during the year to consider business of sufficient importance to require careful consideration by the membership at large. Business meetings may be held separately or in conjunction with the annual meeting of the State Society and notification of such meeting, stating the nature of the business to be undertaken, shall be sent to the membership 30 days in advance of the meeting.

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 interest to the profession of forestry. Resolutions of gratitude, regret, and other non-policy matters may be adopted by a majority vote of those present at these meetings.

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

ARTICLE 11: POSITIONS

Positions pertaining to State Society policy shall be presented at the Business Meeting for discussion, and if approved by a majority vote, shall be submitted to all voting members by a letter ballot, except as provided in NATIONAL SOCIETY Bylaws II A-F, as attached and made a part of these Bylaws.

Voting on positions. All ballots must be returned to the Secretary or Secretary/Treasurer, or to someone designated by the Secretary, or to the Tellers.

ARTICLE 12: AWARDS

Annual recognition for meritorious service by members may be made as (1) Distinguished Service Award to recognize professional achievements in forestry and superior service to SAF; and (2) the Young Forestry Leadership Award to recognize professional leadership during the early career of a young forester who has not passed a 36th birthday.

Regulations and procedures for administration of these awards are contained in the particular descriptions for each award, which are attached hereto and made a part hereof these bylaws.

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 (2/3) vote of all members voting in a letter ballot. Such ballot may be initiated by the Executive Committee on its own volition or it shall be required to conduct such a ballot if it receives a petition setting forth the points of contention and signed by at least two percent but in no case less than 10 of the voting members of the 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 a 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 NATIONAL Council for approval prior to a mail ballot of voting members. Amendment to these bylaws shall require a two-thirds (2/3) 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 state societies, the assets of the parent state society(s) will be audited and allocated to the new state society(s) in proportion to the percentage of the voting members transferred.

Upon the dissolution of the 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 of organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine.

ADOPTED BY THE STATE SOCIETY MEMBERS on 27 May 1980 and 10 July 1980; and modified and amended in 1988, 1990 and 2000.

Reference: SAF Constitution and Bylaws.

FORESTRY LEADERSHIP AWARD

TYPE OF AWARD:

1. This is an Award by the Louisiana Society of American Foresters, to be presented at the annual meeting of the LASAF.
2. It is suggested that the Award be an appropriate wall plaque.
3. It is not mandatory that an award be made annually. Awards will be presented only when suitable candidates are nominated. Upon receipt of nominations, Judges may decide by majority vote to forego an award that year.

PURPOSES:

1. To recognize the professional leadership during the early career of a young forester.
2. To encourage active participation by the younger foresters in representing the profession, not only in the field of forestry, but in service to the Community.
3. To increase the public's knowledge of the calibre of professional achievements by foresters and create a more favorable public opinion of the profession.

ELIGIBILITY:

1. The Leadership Award is limited to members of the Louisiana Society, in good standing, that have not passed their thirty-fifth (35) birthday.
2. The Award will be presented only one time to any individual.

METHOD OF EVALUATING NOMINEES:

Below are four areas to be used as evidence of leadership. Each area has subdivisions that are intended as checkpoints for the judges. Indicated score points for each area are also given.

1. Leadership in activities at University (15)
 1. School activities in organizations related to forestry; i.e., Forestry Club, SAF Student Chapter, Wildlife Club, Range Club, etc.

2. School activities in organizations outside of Forestry related areas.

3. Awards and achievements.

II. Leadership in Professional Society (30)

1. Participation in activities of SAF Chapters, State Society, and National SAF, including SAF's Forest Science Board and Working Groups.

2. Participation in a professional society closely allied to SAF (i.e., Wildlife Society, Soil Science Society of America, Weed Science Society, etc.).

III. Leadership in Community (25)

1. Church

2. Civic organizations

3. School activities

4. Other community projects

IV. Professional Stature in Position (30)

1. Advancements

2. In-house awards or other recognition

3. Development of new techniques or methods to improve job effectiveness or efficiency

SUGGESTED FORMAT FOR NOMINATION AND BIOGRAPHICAL SKETCH

Nominee _____

Address and Position _____

Date of Birth _____

Biographical sketch (not over 400 words).

- I. Evidence of Leadership activities at a University
- II. Evidence of continuing service and leadership in Society of American Foresters or other professional society.
- III. Activities of service to local or regional communities
- IV. Professional stature in position.

Nominated by _____

LASAF Chapter _____

AWARD FOR

DISTINGUISHED SERVICE TO FORESTRY

TYPE OF AWARD:

- I. This is an Award by the Louisiana Society of American Foresters, to be presented at the annual meeting of the LASAF.
2. It is suggested that the Award be an appropriate wall plaque.
3. It is not mandatory that an award be made annually. Awards will be presented only when suitable candidates are nominated. Upon receipt of nominations, Judges may decide by majority vote to forego an award that year.

PURPOSES:

- I. To give official recognition to professional achievements in forestry and superior service to the Society of American Foresters.
2. To increase public knowledge of the calibre of professional achievements by individual members of the forestry profession.
3. To create more favorable public opinion of the forestry profession.

ELIGIBILITY:

- I. Awards will be limited to members (all grades) of the LASAF who are currently in good standing.
2. The Award will be presented only one time to any individual.

INITIAL SCREENING OF NOMINEES:

The following three areas will be used to evaluate all nominees, with 50 percent of indicated point score being the minimum grade of each item.

- I. Evidence of continuing service and leadership in the Society of American Foresters, including work in Groups, Chapters, Section and special projects. (40 points)
2. Professional achievement in the field of forestry or closely allied fields. Only working groups of the parent Society will be considered as "closely allied fields." (40 points)
3. Service to local or regional community, including activities in church and civic organizations. (20 points)

FINAL SELECTION OF RECIPIENT:

The chairman of the Judges will determine the three top nominees by averaging the scores of all Judges for each nominee. Each Judge will then re-evaluate the nominees as follows, and the nominee receiving the highest arithmetical total will be declared the winner:

- I. Candidate rated as first will be awarded three points.
2. Candidate rated as second will be awarded two points.
3. Candidate rated as third will be awarded one point.

In the event of a tie for first place, the nominee receiving the lowest arithmetical total will be eliminated from further competition. Each Judge will again re-evaluate the two remaining nominees as follows, and the nominee receiving the highest total will be declared the winner.

- I. Candidate rated as first will be awarded two points.
2. Candidate rated as second will be awarded one point.

PUBLICITY:

The LASAF Chairman is responsible for suitable publicity, including a news release for appropriate newspapers and forestry publications.

SUGGESTED FORMAT FOR NOMINATION AND BIOGRAPHICAL SKETCH

Nominee: _____

Address and position: _____

Biographical sketch (not over 400 words):

I. Evidence of Continuing Service and Leadership in
Society of American Foresters.

II. Professional Achievement in Forestry of Allied Fields.

III. Activities of Service to Local or Regional Communities.

Nominated By: _____

LASAF Chapter: _____