

**Colorado/Wyoming SAF
Operations Handbook
January 29, 2010**

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SECTION I

INTRODUCTION

Purpose and Rationale

There is much wheel-spinning each year as newly appointed officers try to figure out what it is they are supposed to be doing. Certain Society affairs are repetitive (year after year). Much time and effectiveness can be gained if these routine affairs are recognized by new officers and handled in a timely manner.

This Operations Handbook is not intended to be a cookbook to stifle initiative or innovation. Rather, The Handbook should help Society affairs flow smoothly, thus providing time for the Executive Committee to deal with new ideas and programs.

The Handbook includes the duties and responsibilities of the officers and committees of the Society. This is intended to define what is expected of someone before they accept a Society position, and to provide some guidance after they have accepted.

Handbook Maintenance

This Operations Handbook will be maintained by the Secretary of the Society. The Secretary will see that each new member of the Executive Committee receives a copy of the Handbook at the time the member is elected or appointed. The Secretary will be responsible for any changes in the Handbook (such changes to be considered at the December meeting annually).

SECTION II

DUTIES AND RESPONSIBILITIES

OF OFFICERS AND COMMITTEES

(1) State Society Chair

- Preside at meetings of the state society, providing good meeting management and communication.
- Serve as Chair of the Executive Committee and as ex-officio member of all other committees.
- Oversee state society business affairs.

- Appoint, with the approval of the Executive Committee, the standing committees and other special committees.
- Act as the official delegate to the House of Society Delegates.
- Conduct Executive Committee meetings, providing agenda and managing agenda so priority items are dealt with and the meetings do not drag.
- Keep the Executive Committee informed. Try to do this through the other officers and Committee Chairs. If there are weak links in the chain, strengthen them.
- Assure that the outgoing State Society Chair receives the Award of Merit signed by the new State Society Chair.
- Some items during the year need action without benefit of Executive Committee approval. Be willing to act when needed without prior approval of the Executive Committee.

(2) Chair-Elect

- Serves as Chair in absence of the State Society Chair.
- Performs other duties as assigned by the State Society Chair.
- Maintains and updates the Strategic Plan.
- Serve as alternate State Society delegate to the national House of Society Delegates.
- Serves as chair the State Society Nominating Committee.
- Conduct elections and referenda for State SAF.
- Certify nominees submitted by Nominating Committee are eligible to hold office. Conduct elections electronically by using tools such as “Survey Monkey.” Ballots should state the following:
 - Offices being filled. - Closing date for ballots to be returned.
 - List of candidates in alphabetical order. - Biographical sketch of candidates.

(3) Past Chair

- Select key item to work on for coming year.
- Work individually with a Committee Chair if Committee is not functioning.
- Serves as chair the State Society Awards Committee.

- Performs other duties as assigned by the State Society Chair.

(4) Secretary

- Is appointed by State Chair for annual term of January 1 through December 31.
- Keep minutes of State Society meetings and send a copy to State Society Executive Committee members and National Executive Vice President (NEVP) within 30 days.
- Conduct correspondence and keep records for the Society.
- Announce meetings 30 days in advance of date.
- Send agenda for annual meeting to NEVP 30 days in advance.
- Prepare and present at State SAF annual meeting a report on State Society activities. Send copy to NEVP.
- Report to NEVP adoption or amendment of bylaws.
- Report to NEVP adoption of positions.
- Report to NEVP new officers, addresses, and phone numbers.
- Maintain a supply of application forms, samples of literature available and a supply of award certificates.
- Consolidate State records; screen and submit to Historian after 3-year period is up
- Compile and distribute State Society Executive Committee roster at the January Executive Committee meeting.
- Maintain a file with the Annual Meeting reports submitted by the Annual Meeting Chair.
- Maintain a list of Annual Meeting topics, chairs, and locations in the Operations Handbook.
- Maintain and distribute Operations Handbook annually. Provide Handbook to new Executive Committee members and provide updated sections to current members.

(5) Treasurer

- Provide Treasurer's report and financial report at each of the Executive Committee meetings.
- Pay all bills within approved operating budget.
- Bring all unusual unpaid bills from Executive Committee for their approval.

- Throughout the year make dues disbursements to the Chapters from the National Office.
- Pay Denver Public Library subscription to Journal of Forestry, if needed.
- Pay Roeser and Mogren scholarship to the CSU Foundation by February 28. Pay one year student membership in SAF for the winner of the Mogren Scholarship. Pay Front Range Community College Scholarship when submitted and approved by the Executive Committee.
- If necessary, disburse delegate fund for State representation at national annual meeting.
- Submit next year's proposed budget for approval at September meeting.
- Update Treasurer section of Operations Handbook for December meeting.
- Establish (with Chair) an audit committee to report at the January meeting.
- The annual, audited budget will be submitted to the National Office by January 30 for tax filing.
- Transfer checking and savings account, IRS numbers, and billings to the new Treasurer by January 31. Get new signature cards signed and delivered to bank.
- Give new Treasurer the notebook, checkbook, files, and records from past year during the audit meeting.

(6) Awards

- Assure that the outgoing State Society Chair receives the Award of Merit signed by the new State Society Chair.
- Coordinate Golden Membership Awards (50 years SAF membership) for State Society members with the National SAF. Arrange to have awards presented at Annual Meeting, along with a biographical sketch, and include a write up for the news letter.
- Ask Chapter & Committee Chairs for nominations for Fellow and coordinate signing, presentation, etc., with State Society Chair where applicable. Refer to SAF Manual for specific procedures. A maximum of three qualified individuals should be nominated each year. Special encouragement of membership to vote should be put in newsletter.
- Solicit chapter nominations for National awards as per listing and procedures of the SAF manual.

National Awards: due to national office February 28 every year
<http://www.safnet.org/about/national.cfm>

Barrington Moore Memorial Award in Biological Science
SAF Award in Forest Science
Technology Transfer Award
Communications
Outstanding Forestry Journalism Award
Outstanding Communicator Award
Professional Recognition
John A. Beale Memorial Award
Carl Alwin Schenck Award
Honorary Award
Gifford Pinchot Medal
Sir William Schlich Memorial Award
Young Forester Leadership Award

Fellows: due to District Fellow Committee as requested every year
<http://www.safnet.org/about/fellows.cfm>

Presidential Field Forester Award: due to Council Representative by May 15 every year
http://www.safnet.org/about/field_forester.cfm

- Solicit chapter and Executive Committee nominations for state society awards recognizing outstanding service of SAF members to forestry and the Society. Presentations will be made at the Annual Meeting. State awards include:
 - 1) The CO-WY Young Forester Award recognizes a young forester for: 1) his or her development and promotion of an individual program or project; or 2) a sustained leadership role benefitting the practice of forestry and the Colorado-Wyoming Society of American Foresters.
 - 2) The CO-WY Citizenship Award recognizes a member or non-member for his or her service to the local community and the improvement of the image of the forestry profession.
 - 3) Field Forester Award - The purpose of this award is to recognize foresters who have dedicated their professional careers to the application of forestry on the ground using sound scientific methods and adaptive management strategies. This individual will have displayed uncommon talent and innovative methods to achieve a record of excellence in the application of forest management. Selection Criteria: member of SAF, practiced forestry for at least 15 years, major portion of career in field application of forestry, understands the forest and uses science along with adaptive management process to achieve results, management intensity may range from very intensive applications to more extensive management regimes, may be from any employment sector.

The individual who is awarded the State Society Field Forester Award will be nominated via the Region IV Council position for the National Presidents Regional Field Forester Award.

- Any awards not presented at Annual Meeting will be given to the Chapter Chair for presentation at next chapter meeting.

- Recognize recipients by writing their employers. Include photos and write-up.
- Solicit Chapter and Executive Committee nominations for recognition of Colorado-Wyoming citizens and organizations that support sound forestry. Presentation is to be made at the Annual Meeting.
- Arrange for photos to be taken of award recipients. Photos will be used for news articles in the Forestry Source, and The Timber Line, local newspapers and agency newsletters.
- Assists chapters in providing local recognition throughout the year.
- Copies of the Award Certificates are kept by the Secretary of the State Society.
- All certificates are to be matted and framed for presentation by Awards Chair.

(7) Membership

- Select Committee members by January 10 (one member from each Chapter).
- Provide Committee names to Executive Committee at the January meeting and publish their names, addresses and phone numbers in the next newsletter.
- Develop and initiate an annual membership drive. Focus on current opportunities and/or problems. Include follow-up contacts with delinquent members in plan. Obtain membership materials from previous Chair and National Office.
- Provide letter or personal contact with dues-delinquent members prior to purge date.
- Provide summary of membership status and membership drive progress at the April Executive Committee and subsequent meetings.
- Provide a "Membership" note for each edition of the state society Newsletter.
- Recommend membership goals for the Society and for each Chapter at the December meeting.
- Provide membership forms and materials to each Chapter by March.
- Provide Chapter Chairs and chapter Membership Chairs with the monthly report on membership from the National Office.
- Provide the Secretary with a copy of the January membership listing for inclusion in the annual folder.
- Keep an up-to-date membership mailing list for mailing labels.
- Send three or older membership list to Historian for archives.

(8) Communications

- Develop an annual Communications Plan with goals, objectives, actions and assignments.
- Through the “web master” maintain the Colorado-Wyoming web site
- Submit articles of interest to the Forestry Source.
- Write report for Forestry Source on Annual Meeting.
- Insure that chapter Communications Chair positions are established.
- Provide advice and assistance to chapter Communications Chairs.

(9) Education

- Establish an Education Committee to consist of the Chair and at least three members. This Committee and the appropriate staff member of the parent Society shall work in cooperation with each other.
- The Education Committee shall be responsible for a program to interest high school and other students in the forestry profession.
- Act as liaison on matters of educational concern with institutions of higher learning which offer courses in forestry.
- Responsible for keeping the membership informed on modern trends in forestry education.
- Keep the Executive Committee informed on developments in Environmental Education curricula.
- Work with state and local educational organizations to improve Environmental Education opportunities in the school systems
- Assist chapters with their local efforts in this field.
- Assist External cooperators and chapters in organizing and hosting forestry show-me tour.
- Assist Forest Science Coordinator and Annual Meeting Committee in developing continuing education and technical workshops.
- The Committee Chair may appoint subcommittees to help discharge the broad responsibilities of the committee.

(10) Policy and Legislation

- Track local, state and regional issues that are of interest to the SAF membership. Bring to the Executive Committee's attention.
- Reviews forest policies, forest policy issues and position statements referred to or originating within the State Society.
- Bring potential position statements to the Executive Committee for review and approval.
- Draft proposed position statements and letters to decision makers informing them of SAF positions.
- Work with the Communications Committee to disseminate Colorado-Wyoming positions.
- Operates in accordance with National Society Bylaws II - E.
- Keeps the Executive Committee and State Society members informed of pending or proposed legislation.

(11) Continuing Forestry Education

- Responsible for the CFE Certification process.
- Provide information on how to complete CFE and Certified Forester applications.
- Review and submit applications for processing to the National Office.
- Assign category credits to agency and SAF sponsored events and submit them to the National Office for approval.
- Maintain a file of all approved events for the latest 3 year period.

(12) Forest Science and Technology Coordinator

- The Coordinator serves a two-year term commencing in odd numbered years as per Section VII-F of National Bylaws. The Coordinator may be appointed for two consecutive terms.
- Identify needed science and technology to address current issues and concerns within the State Society.
- 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.

- Working with the Education Committee develop effective continuing education programs and opportunities through workshops, seminars, publications, and other means. Cooperation with research organizations, universities, extension, and other professional state societies should be considered.
- Monitor (with involvement from chapters and members of education committee) the effectiveness of the above programs in meeting the above three goals and reports these annually to the Executive Committee.
- Serve as a standing member of the Annual Meeting Planning Committee.
- Work with Annual Meeting Committee to organize a science and technology workshop in conjunction with the Colorado-Wyoming annual meeting.
- Provide a report of activities at the annual meeting.
- Inform members of training opportunities available outside SAF.

(13) Forester's Fund

- Provide committee members' names to Executive Committee at the January meeting and publish in the next newsletter.
- Provide a fundraising campaign proposal for the Forester's Fund for consideration at the Executive Committee meeting prior to the annual meeting.
- Provide leadership for the approved campaign.
- Keep the membership informed of what the Forester's Fund is and how it functions.
- Provide notes on the Forester's Fund activities for each edition of the Society Newsletter.
- See that each chapter receives a copy of all Forester's Fund information.
- Encourage all levels of the organization to use Forester's Funds in better educating SAF's many publics about professional forestry.
- Help chapters and others complete forms for Forester's Fund project proposal and final report. Turn in copies to the Secretary.
- Conduct annual meeting raffle. Tickets to be sold at annual meeting and winner(s) announced. Committee responsible for soliciting prizes, securing tickets, selling tickets, awarding prizes, reporting funds, and securing license from State.
- Provide SAF-sponsored items to sell to members (belt buckles, caps, etc.)

(14) Historian

- Establish and maintain contact with the Western History Dept., Denver Public Library, 1357 Broadway, Denver, Colorado 80204.
- Deposit material as requested by Secretary or others. See that such material is properly sorted, organized, contained, and labeled.
- Assist, as requested, in information retrieval.
- Follow and maintain the Agreement dated July 26, 1978.
- See that the Library's annual subscription to the Journal of Forestry is maintained. Coordinate with Treasurer and National Office so that the subscription is provided. Verify with Library that JOF is being received.
- File periodic reports with Executive Committee on status.
- Maintain a historical file of all issues of The Timber Line newsletter.
- Maintain the photo album and scrapbook of Society events.
- Submit articles to the Timberline concerning the history of SAF and the forestry profession.
- Compile and maintain a history of the SAF in the Colorado-Wyoming area.

(15) Student Chapter Liaison

- Attend meetings of Alpha Student Chapter.
- Help provide local professional speakers and programs at student chapter meetings as needed.
- Provide information on SAF, SAF Career Services, seasonal employment, and local professional career services.
- Provide liaison for attendance and participation with student chapter at other chapter, state and national meetings, field trips, job fairs, etc.

(16) Newsletter Editor

- Publish a minimum of two newsletters per year (spring and fall), and four if possible (January, April, July, October).
- Each publication will list all State Society officers.

- Coordinate publication with significant Society events (such as meetings, technology session, elections, etc.) so that the newsletter can serve as an information and publicity medium.
- Aggressively gather news from chapters, committees, officers and other sources. Go after it; don't wait for news to come to you!
- Keep newsletter "newsy", informative, and interesting.
- Submit budget estimate to Treasurer before September Executive Committee meeting.
- Submit periodic reports on actions to Executive Committee.
- Provide a hard copy of newsletter to Historian for inclusion in Historical records at the Denver Public Library.

(17) Scholarship Award Coordinator

- The Scholarship Award Coordinator is a faculty member of the College of Natural Resources at CSU, a member of SAF, and is appointed by the State Society.
- Selection of the award recipients will be determined by the Forest Sciences Scholarship Committee and at least one member of the Long's Peak Chapter of the Colorado-Wyoming Society of American Foresters.
- Jack Roeser Annual Scholarship:

The award was named in honor of Jack Roeser, an early member of the Society of American Foresters who was active in the Rocky Mountain area. The award includes a monetary sum of \$1000.

Eligible candidates for the Jack Roeser Annual Scholarship must meet the following guidelines:

1. A full time student in the Forest, Rangeland, and Watershed Stewardship Department, Colorado State University;
2. Junior or senior status at time of award;
3. A member of the Society of American Foresters and an active participant in the student chapter;
4. A minimum 2.5 grade point average;
5. Active participation in University activities and relevant volunteer or work experience in forestry;

6. A written statement on the importance of the role of the professional forester to society.

• Ed W. Mogren Annual Scholarship:

The Scholarship was named in honor of Dr. Ed W. Mogren, a long time active member of the Society of American Foresters, and strong supporter of the Society in the Warner College Natural Resources. The award includes a monetary sum of \$965 plus a one year student membership in the Society of American Foresters (\$35).

Eligible candidates for the Ed W. Mogren Annual Scholarship must meet the following guidelines:

1. A sophomore or junior in the Forest, Rangeland, and Watershed Stewardship Department, Colorado State University;
2. A minimum 2.5 grade point average.
3. A brief written statement on the importance of professional organizations.

(18) Chapter Chair

- Engage local members in SAF activities allowing for social interaction, education of members, and education of our publics.
- Provide good meeting management and communication.
- Keep the Executive Committee informed of Chapter events.
- Some items during the year need action without benefit of Chapter approval. Be willing to act when needed without prior approval.
- Attend State Society Executive Committee meetings.
- Coordinate submissions of timely news items to the Newsletter Editor.
- Submit chapter initiated HSD agenda items to the Executive Committee by May.
- Perform State Society ad hoc assignments as requested.
- Each December coordinate with the Chapter Secretary to review Chapter files that become three years old the following year. Chapter files should retain the current two years records for compliance with IRS regulations. The old records should be reviewed and any material that is felt to be of historical significance to the State Society should be forwarded to the State Society Secretary for consolidation with State records and submission to the Historian. Material that may be of historical significance to the State Society would include: Annual Meeting agendas, photos, etc. if the Chapter was host; position statements prepared and approved; correspondence with the State Society or National Office on issues that were

important at the State Society level; information on members that were recognized for National or State level awards; anything else the Chapter feels of State level significance that they do not wish to keep in their files

(19) Audit Committee

- The Audit Committee is appointed by the State Chair to review the income and expenditures of the State Society to assure the appropriate use of the Society's funds.
- The annual audit should occur after the fiscal year end and before the Annual Report is submitted to the National office. In addition to the audit committee, both the incoming and outgoing Treasurers should be present at the audit to facilitate understanding of both the SAF accounts and the audit process.
- The following items should be available to the audit committee on the day of the audit.
 1. Annual Report for the prior year and a draft Annual Report for the audit year. The Annual Report consists of a Summary (balance sheet), Budget Report (income statement), and the Operations Report (breakdown by quarter and fund type). These reports may be computer generated or be done by hand depending on the computer capability of the Treasurer.
 2. Monthly bank statements and cancelled checks (if available) for the last month of the prior year and each month of the audit year.
 3. Monthly reconciliation reports (if computer generated) for the last month of the prior year and each reconciliation period of the current year (typically monthly).
 4. All check books and blank check stock for any accounts active during the audit year.
 5. All investment documentation, correspondence, and statements for transactions during the audit year.
 6. Copies of each Treasurer's Report and minutes for Executive Committee meetings during the audit year.
 7. Current copies of the Treasurer's responsibilities and policy statements from the Colorado-Wyoming Operations Handbook.
 8. All invoices or receipts for which disbursements have been made during the audit year.
 9. The following audit steps should be performed:
 - Review the Treasurer's responsibilities and the Colorado-Wyoming SAF policies noting specific financial guidelines.
 - Create a list of each bank account that had any activity during the audit year.

- For each account listed above perform the following audit procedures:
 - Review the blank check stock (if any) for breaks in the numbering sequence. Verify that breaks are accounted for (usually as valid or void checks or associated with ordering/printing of new check stock).
 - Review deposits and disbursements for appropriateness.
 - Scan deposits and disbursed checks for large or unusual items. This list may be maintained in the check register and/or current computer program. (Quicken is currently being used.)
 - Scan paid invoices to verify that they appear appropriate, i.e., appropriate authorization, actual receipt of goods, etc. (More than one person should be involved in the disbursement cycle - i.e. a check to reimburse a member for an SAF expenditure involves that member and the Treasurer; a check to reimburse the Treasurer for an SAF expenditure should be signed by another signer on the account.)
 - Review the account reconciliations for any unusual items. Review the aging of outstanding checks for compliance with current policy.
 - Review the Balance Sheet, Income statement, and Summary by fund type. Tie beginning balance with ending balance for previous year. Obtain explanations for significant deviations from budget or substantial year-to-year variances in budget items.
 - Verify that specific items outlined in Colorado-Wyoming SAF policy and Treasurer's responsibilities are being followed; i.e. scholarships, minimum investment, investment strategy, encumbered funds, etc.

(20) Annual Meeting Planning Committee

- The Chair of the Annual Meeting Planning Committee (AMPC) shall be appointed by the Colorado-Wyoming SAF chairman every two years starting in 2009.
- The AMPC chair shall be appointed from members who have served as a chair of an Annual Meeting committee.
- The COWY Science and Technology Coordinator shall also serve as a standing member of the AMPC.
- The AMPC sub-committee chairs shall be members of the host chapter for that Annual Meeting.
- The AMPC shall maintain two active sub-committees at all times: one for the next Annual Meeting and the other for the following year's Annual Meeting.

- Each AMPC sub-committee shall be staffed with appropriate members from the local host chapter to plan and conduct each Annual Meeting.

- Responsibilities:

1. AMPC Chair:

- Works with the host chapters to recruit and appoint Sub-Committee Chairs.
- With the sub-committee chairs is responsible for negotiating with hotels/facilities dates and rates for room rental, food, and other costs for each Annual Meeting.
- Provide guidance and assist the Sub-committee chairs in recruiting for their committees and with planning their meeting.
- Provide AMPC Sub-committee chairs with current Operations Handbook section on “Planning Annual Meetings”.

2. AMPC Sub-committee Chair:

- Serve as a member of the AMPC.
- Follow planning guidelines and suggestion from the Colorado-Wyoming Operations Handbook.
- Recommend to the Colorado Wyoming Executive Committee proposed meeting dates, meeting theme, location, and budget alternatives, in consultation with the AMPC chair and with the Science and Technology chair.
- Upon approval of the date, theme, location and budget for the Annual Meeting; complete planning and carry out planned meeting.
- If chapter member involvement is not sufficient to plan and carry out the meeting the sub-committee chair will request specific assistance form the Executive Committee.

3. Science and Technology Chair:

- In particular shall advise the AMPC in the selection of an appropriate theme, assist in the development of the meeting content, and assist in the selection and recruitment of appropriate speakers.

4. Colorado-Wyoming Executive Committee:

- The Executive Committee is ultimately responsible for having Annual Meetings planned and conducted.

- The executive Committee will make final decision concerning date, location, and theme of Annual Meetings.
- The executive Committee will provide front end money and assistance as needed to AMPC sub-committees to plan their meeting.

SECTION III

MEETINGS

1. All meetings will be conducted according to the Parliamentary Procedures outlined in Section IV.
2. At a minimum, there must be one Annual General Membership Business Meeting. This is normally held in conjunction with the Executive Committee meeting at the annual Meeting.
3. Executive Committee Meetings:
 - The Executive Committee consists of the officers of the Society, the Chairs of the Chapters, the Chairs of the Committees, and the Annual Meeting Chair. All members of the Executive Committee are expected to attend or send their representative to each of the six Executive Committee meetings during the year.
 - The Executive Committee meetings and conference calls (scheduled at the January meeting for the year) should be scheduled at different locations and in conjunction with local chapter meetings when possible. This provides Society officers the opportunity to visit the chapters, and provides incentives and purpose to chapter activities. Executive Committee meetings should be timed so Executive Committee members can attend the local chapter meeting on the same trip. The local Chapter Chair should make arrangements if possible so the two meetings are coordinated.

January Meeting

First meeting that is conducted by the new officers. The appointed officers and chairs have already been selected and will be present at this meeting along with the newly elected officers.

- New State Chair conducts this meeting.
- Review assignments and duties with officers and committee chairs. Set goals and objectives for State Society for the year.
- Provide Operations Handbook and committee duties to new officers and committee chairs.
- Set schedule of meetings for upcoming year - dates and locations.

- Review Forester's Fund requests
- AMPC and Annual Meeting Chairs review preparation for the annual meeting. AMPC Chair is expected to maintain liaison for annual meeting.
- Chair calls for HSD agenda items to be submitted no later than for the May meeting. (Chapter Chairs should take this work back to their chapters. State Chair will make call to general membership at the annual meeting).
- Notify National SAF of time and place of annual meeting and request national representation and attendance of our Council Member.
- Make assignments to the Chair-Elect and Immediate Past Chair.
- Approve recommendations for the year's annual meeting (See Section V - Schedule).
- Discuss national awards and organize nominations to be forwarded to the national office by February 28.
- Fellow nominations collected from chapters, vote on and forward to District Fellow Committee by date specified.

March Meeting

- Chair calls for HSD agenda items.
- Final preparations for Annual Meeting

April/May Meeting

- This Executive Committee combined with the general membership meeting will be on the day prior to the first day of the annual meeting.
- Make mid-year budget revisions.
- AMPC Chair presents recommendations for approval for next year's annual meeting location.
- Appoint Nominating Committee for next year's officers.
- Initiate call for officer nominations

July Meeting

- As needed disburse delegate fund for State Society representation at the National meeting.

- Select HSD agenda items and forward to National HSD Chair. Start contacting other State Society Chairs to inform and explain HSD positions to get support. Contact council members for support on items.
- Nominating Committee submits recommendations for candidates. Executive Committee reviews and approves.
- Secretary charged to make arrangements for election through national office electronic ballot system.

September Meeting

- Treasurer submits next year's budget for review.
- Audit Committee appointed for Treasurer's audit to be reported at January meeting.
- Remind officers and appointed chairs to review the Operations Handbook for needed changes. Be ready to discuss at the December meeting.
- Request incoming Chair to appoint next year's Committee Chairs and have them present at next Executive Committee meeting.
- Solicit nominations for national awards

December Meeting

- Chair elect announces election results. Newly elected officers are present at this meeting if possible.
- Set January Executive Committee meeting date and location.
- Direct Secretary to advise National office of new officers, etc.
- Discuss possible nominations for national SAF awards
- Review Operations Handbook for any needed changes.
- Approve next year's budget.
- Set goals and objectives for the following year.

SECTION IV

PARLIAMENTARY PROCEDURES

ORDER OF BUSINESS

For state society, division, and chapter business sessions

1. The meeting is "called to order" by the Chair.
2. The minutes of the preceding meeting are read by the Secretary.
 - a. May be approved as read.
 - b. May be approved with additions or corrections.
3. Statement of Treasurer is "Received as read and filed for audit". (Chair so states.)
4. Reports of chapters are called for by the Chair.
5. Reports of committees are called for by the Chair.
6. Unfinished business is called for by the Chair or the members.
7. New business is called for by the Chair or the members.
8. If there is a program as a part of the meeting, the Chair "presides".
9. Adjournment.

Additional Items for Annual Meeting

At the Annual Meeting, the following items will be added to the order of business:

- Report from Past Chair on previous year's activities.
- Representative from National Office reports on national issues and concerns.
- Report from current Chair on current activities and issues.
- Chair issues call for HSD agenda items from the membership.
- Chair announces Executive Committee decision on next annual meeting.

SECTION V

GUIDELINES FOR CONDUCTING THE ANNUAL MEETING

Host of the Annual Meeting:

It has been the policy of Colorado-Wyoming SAF to rotate the annual meeting around the two-state area. Normally a chapter will host the meeting approximately every eighth year. (Refer to Section IX - Schedule of Meetings.) A chapter may volunteer to host the annual meeting to coincide with another event or, due to other circumstances, may be requested by the AMPC Chair to consider hosting the meeting. The chapter may offer some preliminary information as to location and topic at this time. The final decision on which chapter will host the meeting will be made by the Colorado-Wyoming SAF Executive Committee 18 to 24 months_in advance of the meeting.

Appointment of Annual Meeting Chair and Committee Chairs:

After the Executive Committee has decided on the host chapter of the annual meeting and has provided any general guidelines, the host chapter should appoint an annual meeting chair. The chapter may also appoint individual committee chairs or elect to have the annual meeting chair recruit and appoint individual committee chairs.

The following is as list of jobs that should be considered when appointing committees:

Facilities (housing, meetings, catering, etc.) Transportation

Program Exhibitors

Registration Raffle

Field Trips Public Relations

Family and Spouses' Activities Audio Visual Equipment

Leisure Activities Finance

There may be additional committees needed to meet the individual chapter needs. Some of the jobs above may be grouped together such as registration and finance, facilities and audio visual equipment, or exhibitors and raffle.

Planning meetings:

Once the annual meeting chair and the committee chairs have been appointed, it is advisable to have several planning meetings with all the chairs. At these meetings the following items should be discussed and agreed on to recommend to the State Society Executive Committee as well as an overall coordination between committees:

Theme for meeting Annual Meeting

The theme for the annual meeting should be of general interest to SAF membership, something that has not been covered recently, and one that will tie into a field trip at the meeting area. The theme may be requested by the Executive Committee, or may be suggested by the host chapter or the annual meeting committee. The theme should be settled on at the earliest possible time, since many other planning activities will center on the theme.

Exact dates: The dates of the meeting should be set at the same time that the theme is selected since facility, reservations, speakers, exhibitors, etc. will need to be scheduled. The date should be set so that the timing for field trips will be able to show the desired effect, facilities will be available at reasonable rates, and not to conflict with other major forestry programs, etc. Generally, the annual meeting is held late winter to early summer of each year.

Location of meeting: The meeting location should be determined after the theme has been set. It should be in a town or resort area that has accommodations to handle the group, has adequate transportation routes in and out of the area, adequate restaurant and bar facilities, is in the vicinity of an area that covers the theme, and has attractions that will be of interest to SAF families.

Upon approval of the theme, location, and date the chapter planning committee, in coordination with the state AMPC Chair, should pursue detailed event planning. Topics that need to be addressed include”

Registration fees and registration schedule. Registration fees should be set after some of the costs have been identified. The registration fee should cover all mailing, meeting facilities, program, tour, coffee breaks, registration expenses, as well as miscellaneous expenses incurred by the annual meeting committee. It is generally accepted that the registration fee should be set high enough to make some money for the state SAF and the local chapter, but low enough so that all SAF members can afford to pay it. Registration fees should not be charged for spouses and guests of SAF members that are attending; however, costs associated with their participation should be separate line items.

Completion dates for various planning activities. The dates should be set so that the various committees can complete their activities within assigned schedule. A tentative agenda should be completed prior to mailing out the registration package.

Agenda for meeting

History has shown that the most successful annual meetings are those that have an interesting topic with a field trip that is family oriented, planned activities that the SAF members' family can do during the business and technical sessions, and a banquet speaker that is interesting for spouses as well as foresters. In today's society, there are many things that demand the time of all people. Foresters and their families are no exceptions. Most activities are aimed at only one member of the family, thus families are apart a lot. Meetings

that take into account the whole family will receive a higher priority and thus there will be better attendance at SAF annual meetings.

Suggested Time Frames:

Time prior to meeting Event

18-24 months - AMPC Chair and host Chapter chair agree to recommend chapter to host the Annual Meeting.

18-24 months - following approval of host chapter by the Executive Committee the host chapter

12-18 months - recommend a proposed theme (may be general at this time), dates, and location to the state society executive committee and get approval.

12-18 months - finalize facilities arrangements and contracts to include meeting rooms, quest rooms, banquet, breaks, happy hour, seating arrangements, etc.

6-12 months - contact and confirm your Keynote speaker, program speakers, exhibitors, tour sites and leaders, & guest activities.

6-12 months - put our pre-publicity on dates and location of upcoming annual meeting. Should be able to give some details at the proceeding Annual Meeting.

6 months - in coordination with the Foresters Fund chair solicit donations for the Foresters Fund raffle/silent auction.

4-6 months - put a note about the annual meeting in The Timber Line

3-6 months - coordinate with National Office Insurance coverage for the Annual meeting and associated activities.

3 months - contact moderators

3 months - update your Keynote & other speaker on progress

10 weeks - distribute registration packets

4-6 weeks determine AV needs and arrange for equipment and qualified operators.

3-4 weeks - committee chairs meet for last minute details

1 day - sedate your very nervous Annual Meeting chair

Time following the meeting

1-2 days - pay the bills!

3-4 days - send thank you letters to speakers, moderators, and exhibitors.

2-3 weeks - finalize the accounting of the profit/loss for the meeting

1 month - complete final Annual Meeting report with recommendations for future meetings and present report at next Executive Committee meeting.

SECTION VI

ANNUAL MEETING JOB RESPONSIBILITIES

Chapter Annual Meeting Chair

Major Duty: Organize and oversee the annual meeting committee to insure the promotion and conduct of an interesting annual meeting of the Colorado-Wyoming SAF.

1. Start early, 1.5-2_year in advance is best.
2. Select the annual meeting committee, or have local chapter chair appoint a committee. Committee members then should chair individual subcommittees. The Annual Meeting Committee should have a minimum of 4 or 5 good people but involve more if possible. These individuals should be committed to seeing a successful program. This is a good opportunity to also include non-SAF members to work with us.
3. Obtain a written agreement with the State SAF Executive Committee for financial arrangement for the meeting if necessary. This should include:
 - A. The need for state SAF front-end money.
 - B. The split between the chapter and state SAF of profits, or losses, for the meeting.
 - C. The disposition of money from activities such as raffles and fund-raising activities.
 - D. Type of accounting required.
4. Coordinate all activities and plans with State AMPC Chair and the Executive Committee.
5. As a Committee:

- A. Insure a workable theme is recommended and selected, should not have been used in the past several years.
 - B. Recommend and negotiate date for meeting.
 - C. Set registration fee and other fees such as banquet, tours, lunch, etc.
6. Assign specific subcommittee jobs and give the subcommittee chairs a list of jobs, any guidelines necessary, and due dates.
 7. Coordinate with the National Office insurance coverage for the Annual Meeting and associated activities.
 8. The annual meeting chair may take on some jobs; however, be conscious that you don't try to do it all. Experience shows that the annual meeting chair will generally spend 100+ hours for a successful meeting.
 9. Make up the agenda for the meeting. Keep the meeting moving, but allow for leisure time. Coordinate time for Executive Committee meeting and annual business meeting with the State Chair. Coordinate any special meeting room requirements.
 10. Coordinate with State CFE Chair to assign appropriate CFE hours to the various activities.
 11. Make up a schedule for planning activities so that all preliminary work will be completed by the various committees by due dates.
 12. Coordinate periodically with the State AMPC Chair and annual meeting committee and check periodically with subcommittees to insure that all tasks are completed.
 13. Coordinate with the State SAF Chair at the meeting as to the conduct of the overall meeting. Determine what you do and what he/she does.
 14. Determine who will be the National SAF representative. Make arrangements to send meeting information to that individual, pick up at airport, transport to meeting, and schedule time on the agenda (15-30 minutes).
 15. Submit a final report to the Executive Committee and Historian by December meeting. This report should include:
 - A. Registration numbers.
 - B. Activity attendance numbers.
 - C. Financial accounting.
 - D. Split of profits or losses.

E. Recommendations for changes to annual meeting guidelines or procedures.

16. Send thank-you letters to all who helped or provided a service for the meeting.

Facilities Chair

Major Duty: Secure a quality hotel that can handle the meeting. Your local Chamber of Commerce, hotel association, visitor bureau, etc. may be able to help find out what hotels are big enough to handle our group.

1. Things to consider when selecting a hotel:

A. Reasonable room rates - a major item of concern since this influences meeting attendance. Try to get them to give you a special rate since many SAF members are state or federal government employees.

B. Accessibility and Location - to meet the needs of all members and guests.

1. Is the facility fully accessible for those with special needs - meeting rooms, restaurants, registration area, parking area, sleeping rooms? Is TDD service available for hearing impaired guests?

2. Can the hotel be easily found by even the poorest navigator?

3. Is the hotel convenient to any tours you may have?

C. Quality - although most SAFe's cannot afford the top-of-the-line resorts, they all want quality accommodations.

1. Look at the guest rooms, kitchen and dining facilities, meeting rooms, restaurant, and bar areas to determine the quality before finalizing any arrangements.

D. Meeting rooms - are the meeting rooms large enough to handle the anticipated attendance?

1. Do they have good "atmosphere"?

2. Make sure all meeting rooms are soundproofed or have no interfering noise from a kitchen or adjacent meeting rooms.

3. If you have breakout sessions, make sure they can be easily accommodated.

4. If you have a luncheon and/or banquet, make sure either you leave adequate time between the end of the meeting and the start of the meal to change over the room or a separate room is arranged.

5. Most hotels do not charge for meeting rooms, but some do. If they do charge, will the charge be waived if a meal is catered?

E. Traffic flow - is the flow between the hotel registration desk, meeting registration table, meeting rooms, banquet room, and guest rooms acceptable?

F. Complimentary Room Policy - how many free rooms will SAF get each night for special speakers, guests or a hospitality room? This policy ranges from 1 complimentary room for every 15 to 50 paid rooms.

G. Hotel staff - make sure you have one hotel staff person that will be your direct contact for special needs, problems, etc.

1. Make sure the hotel has adequate trained staff to fit the meeting needs (i.e., meeting room setup, banquet).

2. Let the hotel staff know to expect a crowd during and after the meetings! Accommodate for meal needs when the attendees are not in session. Nobody likes to wait in a long line for their meal or get poor service because the hotel restaurant or bar is swamped.

H. Banquet or other meal costs and menu - select a menu that the vast majority will like, but with enough flair to be interesting.

1. Are their prices fair? What about tax and tip? You'll find that meal prices are generally high, so pick a meal that will promote attendance (usually one of the cheaper meals, but not the cheapest!).

2. Have alternative meal choices (vegetarian, low sodium, etc.) available.

I. Lighting - are the meeting rooms, hallways, lobby, and parking areas well lit?

2. After you have selected a hotel, reserve the dates you need as soon as possible - at least 12-18 months ahead of time and even longer if possible.

3. After confirmation from the hotel, either you or another SAF official will have to sign a contract with the hotel reserving those dates and the meeting rooms and guest rooms needed. Give your best guess at meeting room size needs, guest room needs for each night, and numbers expected for coffee breaks, banquets, etc. It is recommended that all communications be confirmed in writing to avoid misunderstandings. Also, make sure the hotel is not having any construction going on during the meetings. If they do, select another hotel or make sure they mitigate any problem. A few days before the meeting you will have to refine your banquet count, coffee break numbers and possibly guest room needs, and give that information to the hotel. These figures should continually be updated with the hotel as the meeting gets closer and even during the meeting.

4. During the meeting you will have to handle any problem areas that may arise relating to the hotel, meals, or facilities. Most hotel staffers are anxious to please, so most problems are easily solved. Things to check while the meeting is in progress:

- A. Eliminate or minimize any outside noises.
- B. Assure that the coffee, donuts, tea, meals, ice water, etc., is set up on time and in correct number and manner.
- C. Double and triple check all arrangements (i.e. meeting room setup, meals, coffee breaks).
- D. Is the head table or a podium with microphone set up and working correctly? What size head tables do you need for the meetings and banquet?
- E. Coordinate any bartender, happy hour, or hospitality room needs with the other SAF meeting committees and the hotel.
- F. If possible, try to get the hotel (or do it yourself) to decorate the meeting rooms and banquet tables appropriately - something woodsy with flowers, plants, etc.
- G. Insure that the SAF banner is displayed prominently.
- H. Make sure the meeting room can be darkened for any slide, movie or other visual presentations.
- I. Assist as needed in all other areas. A team effort is needed to have a successful meeting. Do your part!

5. Audio visual equipment - line up any needs for audio visual equipment that are identified by the various committees. Insure that it works and line up operators.

Program Chair

Major Duty: To organize and conduct the technical session of the annual meeting and to line up a banquet speaker.

1. Technical Session

- A. Provide input to the annual meeting committee as to suggested topics for the meeting theme.
- B. Once the theme has been determined, consider the following:
 - 1. Is this a job you can handle yourself or do you need assistance? How knowledgeable are you about the theme? If you need assistance, select a committee to work with you.

2. Discuss the type of technical session you want. Will it be a panel discussion, a lecture from one authority or more? Do you want more practical information or research data? Do you want a keynote speaker?
3. How much time will you need to cover the subject, while allowing time for breaks and networking?
4. What authorities are available to present the subject? You want someone who can make an interesting presentation and is a good speaker. Has anyone heard them speak before? Stay away from reading a prepared paper or speech.
5. Does the State Executive Committee have any recommended speakers?
6. Keynote speakers--politicians such as federal senators, governors, etc., can be difficult to get a commitment from and if they commit they can easily be called away at the last minute. Heads of various agencies will draw a lot of personnel from those agencies; however, they are not always good speakers.

C. Decide on type of presentation and determine time requirements.

D. Arrange with the annual meeting chair the amount of time needed for technical sessions.

E. Contact potential speaker(s), ask them to participate, give them full details, determine costs, and ask for a firm commitment. Good speakers are in demand. A six month lead time is not too long ahead to confirm. Follow the confirmation with several updates so each speaker is reminded that the meeting is important and that you believe he/she is an important part of it.

F. Follow up phone contacts with written details.

G. If speaker(s) is/are SAF member(s) they may take care of their costs. If not, arrange for housing, travel and per diem, and send registration package. Invite speaker(s) to participate in meeting activities.

H. Ask for resume or biographical sketch to be used for publicity and introductions.

I. Determine audio visual needs and coordinate with Facilities Chair.

J. Meet speaker at airport, hotel, or early at meeting; get to know the individual, determine any needs, and invite again to participate.

K. Arrange for any special needs with other committees or do it yourself if necessary.

2. Banquet Speaker

- A. Consider as a potential speaker someone from the local area to get a local flavor preferably (although not necessarily) someone who has a forestry-related topic and is a good, dynamic speaker. The topic does not have to have a direct tie into the theme.
- B. Ask for suggestions from State Executive Committee, or any other individuals that know.
- C. Decide on topic for speaker.
- D. Follow same steps as outlined in Items E-K above.

Registration and Finance Chair

Major Duty: Disperse information on the annual meeting to all Colorado-Wyoming SAF members and selected guests; accept registrations and funds, pay bills and account for income and expenses.

- A. Provide input to the annual meeting chair as to setting of due dates for various committee arrangements and in setting registration fees.
- B. Request from annual meeting chair a tentative meeting agenda with Continuing Forestry Education credits identified; a cover letter to be sent with the registration package signed by the annual meeting chair; information on hotels or resorts with housing accommodations; and information on field trips, family and spouse activities, and leisure activities.
- C. Request a set of State Society mailing labels from SAF National Office 3 months prior to meeting
- D. Request money for postage from either chapter or State SAF.
- E. Develop registration packet and distribute via electronic, mail, or combination 6 -10 weeks prior to meeting (see Appendix A). Keep in mind some members do not have electronic access. Packet includes:
 - 1. Cover letter discussing highlights of meeting
 - 2. Agenda - including field trips, family attractions and spouses' activities
 - 3. Lodging accommodations and rates
 - 4. Field Trip Form
 - 5. Registration Form
 - 6. Special needs of members, family members or guests (diet, special access, TDD, interpreter, large print or Braille materials)

F. Open a special account for registration monies (interest-bearing preferred). Have two signatures on the account with either signature able to make deposit or withdrawal.

G. Develop and pre-package information packet for attendees (see Appendix B).

1. Hints for Enjoying Your SAF Meeting

2. Updated Agenda

3. Field Trip

4. Spouses' Tour

H. Line up help for registration desk during meeting.

I. Print up tickets for banquet, field trip, and other events, as needed.

J. Keep track of numbers attending various activities and keep organizers informed. Inform facilities and transportation chairs of any special needs notifications received.

K. Make up name tags.

L. Alphabetize registration forms into a loose-leaf notebook or electronic means.

M. Complete Information Packet by including:

1. Updated information

2. Tickets for activities

3. Name tags

N. Obtain change for registration, raffle, bar, and other activities.

O. Set up registration table at meeting to include:

1. Information packets (alphabetical order)

2. Original registration forms (alphabetical) in loose-leaf notebook.

3. Extra name tags for late registrants and spouses

4. Change

5. Receipt book

P. Keep track of incoming and outgoing cash.

Q. Assist attendees with individual concerns or needs.

R. Pay all bills and close out accounts.

Field Trip Chair

Major Duty: Line up a field trip that tie into the meeting theme. This trip should be of interest to the entire family if possible.

A. Provide input into the annual meeting committee on the selection of a theme that will lend itself to a good field trip. Try to tie the theme to a major attraction of the area.

B. Once the theme is selected; line up a field trip that will show what has been done, or potential to be done on the theme selected.

C. Line up trip with property owner or agency that is responsible for area to be visited.

D. Determine the time needed (anywhere from 3 to 6 hours), transportation needs, lunch or refreshment needs, tour guide(s), rest stops, limit of people attending, etc.

E. Set the price per person to cover all expenses.

F. Provide information to registration committee by due date.

G. Coordinate with other committees, or line up yourself, special needs for field trips such as transportation, tour guides, meals, etc.

H. Follow up on details through the trip.

I. Send thank you letters.

Spouse and Family Activities Chair

Major Duty: Line up interesting activities for spouses, children, and guests that will provide an opportunity for SAF members to bring along family and guests. Keep in mind that family members and guests will be both genders, all age groups, and from different city, small town and rural locations.

A. It is a good idea to involve the families of local SAF members on this committee.

B. Determine activities that are interesting and hopefully unique to the area of the annual meeting. This can include tours of local attractions, local history, neighboring colleges, military installations, panel discussions by local business persons, workshops on native wildlife, plants, fossils, or mineral identification, etc.

C. Line up tours 4 to 6 months in advance.

D. Line up baby sitting at hotel, child care center or some local group if available, keeping in mind local licensing requirements.

E. Determine costs and special needs such as transportation, lunch, tour guides, audio visual equipment, etc.

F. Have information available for leisure activities such as golf, swimming, tennis, local attractions, hospitality room, etc. for SAF members and families.

G. Provide information to registration committee by due date.

H. Coordinate special needs of attendees with other committee or line it up yourself.

I. Follow up on details through activities.

J. Send thank you letters.

Transportation Chair

Major Duty: Provide transportation of suitable nature for field trips, spouses' activities, leisure activities, and airport and bus shuttle.

A. Determine need for transportation from other committees.

B. Assess the type of transportation needed (bus, 4 x 4, van, wheel chair access, etc.) and sources available (agency, private, commercial).

C. Arrange for the most economical transportation that will fill the need.

D. Line up drivers as needed.

E. Schedule transportation and provide information to committees that need it.

F. Follow up to insure transportation shows up as scheduled and returns.

G. Release when no longer needed.

Exhibitors and Raffle Chair

Major Duty: To arrange for the exhibit of products that are of interest to foresters, to obtain raffle prizes, and conduct a raffle.

A. Determine how much room is available for exhibits and how many exhibitors you can handle. Most exhibits are in terms of 1 table (30" x 96") or 2 tables with room in back for one person.

B. Set exhibitor fees - usually a minimum of \$50 and a maximum of \$100.

- C. Inform exhibitors of the option of donating raffle prizes instead of paying cash.
- D. Contact potential exhibitors (Ben Meadows, Forestry Suppliers, etc. are usually interested) 6 to 8 months in advance and obtain confirmation.
- E. Follow up phone calls by sending written invitation along with information and registration package.
- F. Arrange for hotel to receive and store material shipped by exhibitors until the meeting.
- G. Make sure exhibit area is set up.
- H. Meet exhibitors and show them area assigned and take care of special needs.
- I. Line up raffle prizes - local businesses or exhibitors may donate items or have SAF members donate items to raffle. Items may also be purchased at wholesale or a discount.
- J. Advertise in annual meeting announcement that raffle will be conducted. List items, if known.
- K. Sell tickets at registration, happy hour, hospitality room, etc. Usually tickets sell for \$1/ticket or 6 for \$5 - you don't want price too high. Some special items may be raffled in a bonus raffle or sold through a silent auction.
- M. Conduct raffle (and auction, if applicable) at banquet.
- N. General - can't sell tickets to general public without a state raffle license. You can sell to SAF members in advance or to all who come to meeting.

Public Relations / Publicity Chair

Major duty: To publicize the meeting to SAF members and to the general public.

- A. Advertise the annual meeting in SAF publications such as the Forestry Source and The Timber Line newsletter.
- B. Coordinate with local news media for TV, radio or newspaper coverage during and after event.
- C. Coordinate with state Awards Chair for photos of award recipients.
- D. Arrange for photos to be taken during technical and business sessions, field trips, banquet, and other activities. Provide copies (including names of people in photos!) to Historian for photo album and scrapbook.

E. Provide copies of special photos (including names of people in photos!) to newsletter editor for post-meeting article.

SECTION VII

SCHEDULE OF ANNUAL MEETINGS

LIST OF PREVIOUS MEETINGS AND TOPICS

Schedule of Annual Meetings

CHAPTER	YEAR
SE Wyoming	2012
NW Colorado	2013
SE Colorado	2014
N. Wyoming	2015
Ute	2016
Longs Peak	2017
San Juan	2018

Previous Annual Meeting Topics and Locations

YEAR	CHAPTER	CHAIR	LOCATION	TOPIC
2011	San Juan Basin	Bruce Short	Strator, Durango, CO	Managing Forests for Resiliency in a Climate of Change
2010	Longs Peak	Steve Ambrose	Marriott, Fort Collins	Our Future Forests
2009	Ute	Judy Schutza	Powderhorn Resort, Mesa, CO	Adaptive Approaches to Ecosystem Change-Sudden Aspen Decline
2008	N. Wyoming		Cody, WY	Burns & Bruins
2007	SE Colorado	Naomi Marcus & Shelly VanLandingham	Trinidad, CO	Peaks to Plains: restoring a Diversity of Landscapes
2006	NW Colorado	John Twitchel & Ron Cousineau	Steamboat Springs, CO	Changing Landscapes: Who's Guiding the Future
2005	SE Wyoming	Sharon Kyle	Saratoga, WY	H2O to Carbon - Forests Working in Wyoming
2004	Mile High	Dan Nolan	Golden	Forestry: Politics to Practice
2003	San Juan Basin	Kent Grant	Durango	Large Scale Natural Disturbances-Can Forestry Make a Difference?

SECTION VIII

COLORADO – WYOMING

SOCIETY OF AMERICAN FORESTERS BYLAWS MAY 2009

ARTICLE 1: NAME AND OBJECTIVES

This organization is a unit of the Society of American Foresters (the Society) and shall be known as the Colorado – Wyoming Society of American Foresters." As provided in Article VI, Section 1 of the Constitution of the Society of American Foresters. The Colorado – Wyoming Society of American Foresters (the State Society¹) is comprised of all the counties within the state of Colorado and Wyoming EXCEPT Wyoming counties of Lincoln, Sublette, Sweetwater, Teton and Uinta.

The objectives shall be:

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

ARTICLE 2: ACTIVITIES LIMITED TO EXEMPT PURPOSES

No part of the net earnings of the state society shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the state society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 1 hereof. No substantial part² 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

ARTICLE 3: MEMBERSHIP

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

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

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

ARTICLE 4: DUES

The annual dues of the Colorado – Wyoming Society of American Foresters shall be due upon receipt of the invoice. With the exception of Student Members who shall not be assessed, dues shall be collected by the Society concurrently with the collection of national dues and transmitted to the Treasurer of the state society.

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

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

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

ARTICLE 5: OFFICERS

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

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

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

ARTICLE 6: DUTIES AND RESPONSIBILITIES

The Chair shall be responsible for developing and continuing 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 House of Society Delegates, or, with the approval of the Executive Committee, appoint an alternate; and perform all other duties commonly incident to such office.

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

The Secretary or another officer as described by the Executive Committee shall conduct all state society elections and referendums which are not conducted by the national office of the Society; keep the minutes of the state society's meetings and send a copy to the Executive Vice-President; conduct correspondence; announce meetings; send agenda for meetings to the Executive Vice-President 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 an amendment to these BYLAWS.

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

ARTICLE 7: ELECTIONS

Nominations made by the Nominating Committee shall be transmitted to the Chair with a copy to the Secretary by September 1. Nominations by the membership at large, if endorsed by at least 25 voting members in good standing and presented to the Secretary in writing by September 1, shall be included on the ballot.

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

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

ARTICLE 8: STANDING COMMITTEES

Standing committees of the state society shall include, but not be limited to, the Executive, Nominating, Tellers, and Auditing Committees. The Chair of the state society with the approval of the Executive Committee, shall appoint a chair and members of the standing committees. The Chair of the state society serves as ex-officio member of each committee.

A. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Chair of the Colorado – Wyoming Society of American Foresters, acting as chair of the committee, and other officers of the state society; Committee Chairs of Annual Meeting, Awards, Communications, Education, Forester's Fund, Historian, Membership, Policy, Science and Technology Committees; Newsletter Editor, Webmaster, CFE Coordinator, Student Chapter Liaison, and Chapter Chairs. The Executive Committee shall give general supervision to the affairs and interests of the state society and its contacts with the national Society; shall control the expenditure of all funds; and approve the place, date and program of all meetings. The Executive Committee shall adopt a charter for each of the other committees, outlining the objectives, organization and activities of the committees. Each incoming Chair shall recommend to each new Executive Committee at its first meeting additions, deletions and changes in committee charters. Action on any charter, however, may be taken at any Executive Committee meeting. The Committee shall fill by appointment the unexpired term of any Executive Committee member; approve or disapprove proposed appointments by the Chair; advise the Chair on all matters which the Chair presents to the committee; and act for the state society on urgent matters which require immediate action between state society meetings. Committee business may be transacted by ballot but at least one committee meeting shall be held annually. Any action of the Executive Committee shall be subject to a member referendum upon petition of at least two percent but in no case less than 10 of the voting members of the state society.

B. **NOMINATING COMMITTEE.** The Nominating Committee shall operate in accordance with the committee charter. This committee shall nominate from eligible state society members at least two candidates for each elective office and obtain agreement to serve if elected from each nominee, and send the nominations and agreements to serve to the Secretary and the Chair by September 1. If, for any reason, a nominee is found by the Secretary to be ineligible, the Nominating Committee shall provide another nomination by September 15.

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

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

ARTICLE 9: SPECIAL COMMITTEES

A. **SPECIAL COMMITTEES,** authorized by the Executive Committee, shall be appointed by the Chair. Special committees include: Annual Meeting, Awards, Communications, Education, Forester's Fund, Historian, Membership, Newsletter, Policy, Science and Technology Committees.

ARTICLE 10: STATE DIVISIONS AND/OR CHAPTERS

A. **STATE DIVISIONS** (of multi-state societies). A State Division may be authorized by the Executive Committee, upon written petition of 30 or more voting members who resident in the state and upon approval by referendum³ of the members in the state. The boundaries of a State Division shall follow state lines except in cases approved by the Council. The authorization for a State Division may be rescinded by the Executive Committee or upon the affirmative vote of at least 10 members of the Council. A State Division shall hold at least one meeting each year to retain authorization and be governed by a set of officers as described for state societies.

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

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

A state society is authorized to appropriate funds to the State Division for the conduct of its business.

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

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

A Chapter shall hold at least one meeting each year to retain its authorization and be governed by a set of officers as described for state societies. The authorization for a Chapter may be rescinded by the Executive Committee or upon the affirmative vote of at least 10 members of the Council. Chapters may adopt BYLAWS subject to the approval of the Executive Committee and the Council, provided that no part thereof shall conflict with the Constitution and BYLAWS of the Society. A Chapter shall report promptly to the state society Chair and the Executive Vice-President the election of Chapter officers, the adoption of Chapter BYLAWS and amendments thereto, and shall report at least once a year on the activities of the Chapter. Actions or recommendations of a Chapter on Society affairs will be transmitted to the state society or state division for recommendation to the Council.

A state society is authorized to appropriate funds to the Chapter for the conduct of its business.

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

C. 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 11: UNIT POSITION STATEMENTS

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

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

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

1. Assistance. Upon a request by a Society unit, the Committee on Forest Policy, Forest Science and Technology Board, and working groups may assist by acting as advisors to Society units, committees, and task forces.

2. Identification of issues. Issues proposed for unit positions are selected by the unit executive committee, and may be recommended to the Executive Committee by unit committees or the unit membership at large.

3. Coordination among units of the Society. Multiunit position statement preparation and adoption is encouraged where issues may be more regional than local in scope. Jointly adopted position statements shall be clearly identified as such.

4. National office review. Proposed unit positions shall be submitted to the national office for review prior to adoption by the unit. Proposed division or chapter positions shall also be reviewed by the relevant state or multistate unit prior to national office review. The executive vice-president review shall ensure the unit's position statement is consistent with Forest Policy Principles, national positions, and the position statement format.

5. Adoption procedure. After review by the executive vice-president, unit position adoption shall be by the affirmative vote of at least two-thirds of the unit executive committee. When doubt exists as to whether or not there would be general agreement on a proposed unit position by the members of the unit, a secret ballot of the unit's voting members shall be conducted prior to adopting the position. In such cases, approval shall be by the affirmative vote of at least two thirds of those members voting.

6. Rescission of unit positions. Council may rescind any position adopted by a unit of the Society if the position is inconsistent with Forest Policy Principles or current national positions.

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

ARTICLE 12: MEETINGS

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

State Society shall schedule meetings so as not to conflict with the annual meeting of the Society.

Other meetings as needed shall be scheduled by the Chair, with the approval of the Executive Committee, and may be open to friends of members and other interested persons for the exchange of ideas on subjects of interests to the profession of forestry. Resolutions of gratitude, regret and other non-policy matters may be adopted by a majority vote of those present at these meetings. Important business matters that cannot be delayed until the next business meeting may be submitted to the voting membership by ballot.

ARTICLE 13: RECALL

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

ARTICLE 14: AMENDMENT OF BYLAWS

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

ARTICLE 15: ASSETS

State Society assets belong to the state society membership as a whole. In the event of division or merger of 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 or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine.

Adopted by the Colorado – Wyoming SAF members on May , 2009

By: **Tom Ostermann, Chair**

Date: May , 2009

SECTION IX

POLICY STATEMENTS OF THE COLORADO-WYOMING SOCIETY OF AMERICAN FORESTERS

Utilization of Forest Biomass to Restore Forest Health and to Meet the Energy Needs of the Colorado-Wyoming Region, Adopted May, 2008

SECTION X

STRATEGIC PLAN

COLORADO/WYOMING SOCIETY OF AMERICAN FORESTERS - STRATEGIC PLAN -
ADOPTED November 10, 2004

GOAL: Become a more effective voice in the formulation and implementation of natural resource policies in Colorado and Wyoming.		
STRATEGIC DIRECTION 1:	ACTION ITEMS:	RESPONSIBILITY:
<p>Provide professional input and opinion on emerging issues.</p>	<p>1 A. Establish, maintain and utilize networks to ensure that SAF stays current on issues which may affect CO-WY's forests and related natural resources.</p>	<p>Policy Chair, Science & Technology Chair, Newsletter</p>
	<p>1 B. Print a summary of all current SAF position statements that affect CO-WY forest resources in the Newsletter in the year's first issue and as they are released.</p>	<p>Policy Chair, Newsletter</p>
	<p>1 C. Develop pro-active press releases for local and regional publication as appropriate.</p>	<p>Policy Chair, Chapters, national SAF office</p>
	<p>1 D. Prepare position statements according to approved procedures in a timely manner on forestry issues.</p>	<p>Policy Chair</p>
	<p>1 E. Provide professional forestry resource information to local and state officials on relevant issues. Develop a legislator packet.</p>	<p>Policy Co-Chairs</p>

<p>STRATEGIC DIRECTION 2:</p> <p>Increase the visibility of the CO-WY SAF to the general public, state legislators and other public officials, and other organizations interested in natural resource management.</p>	<p>2 A. Use our table-top displays at meetings of other natural resource organizations, fairs, Earth Day events, etc.</p> <p>2 B. Sponsor “legislative events” for state and local officials.</p> <p>2 C. Generate ideas for increased visibility and submit for Forester Fund grants, etc.</p> <p>2 D. Identify other organizations with which we can become involved. Establish good communications with other natural resource organizations.</p> <p>2 E. Provide SAF support to the Colorado Science & Engineering Fair.</p> <p>2 F. Publicize specific SAF events to appropriate publics.</p> <p>2 G. Conduct public events such as “Walk in the Forest”.</p>	<p>Communications Chair</p> <p>Communications Chair, Policy Chair</p> <p>Chapters, Forester Fund Chair</p> <p>Communications Chair, Chapters</p> <p>Long’s Peak Chapter</p> <p>Chapters, Education Chair</p> <p>Chapters</p>
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GOAL: Provide for public understanding of wise management, use, and protection of our forests.

<p>STRATEGIC DIRECTION 3:</p> <p>Establish and maintain good communications and forestry education tools and opportunities to inform the public about forestry practices.</p>	<p>3 A. Maintain and update a CO-WY website including forestry facts and issues and current State and Chapter leadership contacts.</p> <p>3 B. Be involved with Project Learning Tree, Arbor Day, Project Wild, the Colorado Tree Coalition, and other such public education efforts.</p> <p>3 C. Develop and maintain contacts with colleges and universities.</p> <p>3 D. Develop education tools and curricula ideas for members' use in outreach with different audiences: – compile list of what is currently available, including location; – publicize training workshops; – publish contact list for training workshops.</p> <p>3 E. Co-sponsor appropriate workshops, etc.</p>	<p>Communication Chair, Education Chair, Webmaster</p> <p>Education Chair, Chapters</p> <p>Education Chair</p> <p>Science & Technology Chair, Education Chair</p> <p>Education Chair</p>
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GOAL: Increase participation and camaraderie of the CO-WY members in Society affairs.

<p>STRATEGIC DIRECTION 4:</p> <p>Have an active, involved, diverse membership.</p>	<p>4 A. Develop a promotional paper to highlight the benefits of being involved in a committee or leadership position in SAF at any level. Utilize national materials for recruitment.</p> <p>4 B. Identify and target areas where we can increase membership, and develop proposals to implement.</p> <p>4 C. Develop strong relationships with student chapters: – provide speakers or other programs to students; – sponsor social events with students; – provide assistance to attend state and national meetings; – recognize students at meetings and in the Newsletter.</p> <p>4 D. Mentor students.</p>	<p>Membership Chair</p> <p>Membership Chair</p> <p>Education Chair, Student Chapter Liaisons, Newsletter</p> <p>Membership Chair, Chapters, Student Chapter Liaisons</p>
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<p>STRATEGIC DIRECTION 5:</p> <p>Offer quality Annual Meetings which will attract attendance.</p>	<p>5 A. Schedule annual meetings with neighbor SAFs and other NR societies if appropriate.</p> <p>5 B. Use a system for selecting themes and topics: – compile list of previous meeting agendas and add to Ops handbook; – meet tech transfer needs.</p>	<p>Host chapter program chair, Ex Com</p> <p>Science & Tech Chair, host chapter program chair</p>
<p>STRATEGIC DIRECTION 6:</p> <p>Recognize professional achievement and involvement of our members.</p>	<p>6 A. Maintain and present recognition for non-leadership awards, e.g., interim longevity, outstanding achievement, young forester, recruiting, etc. Publish in our Newsletter and forward to National SAF.</p> <p>6 B. Contact employers of recognition winners as appropriate.</p> <p>6 C. Recognize CF & CFE recipients at meetings and in Newsletter.</p> <p>6 D. Recognize members' awards in work or civic activity.</p>	<p>Awards Chair, Communications Chair</p> <p>Awards Chair</p> <p>CFE Chair</p> <p>Awards Chair, Chapters, members</p>

GOAL: Improve effective communications within the membership.

<p>STRATEGIC DIRECTION 7:</p> <p>Provide opportunities for personal development and offer assistance when their development provides benefits to SAF.</p>	<p>7 A. Provide timely information on upcoming training/education opportunities.</p> <p>7 B. Encourage members to submit program agendas to our CFE Chair for accreditation.</p> <p>7 C. Promote CF/CFE programs and recognize members who earn certifications.</p> <p>7 D. When our resources allow, offer assistance to members who will contribute more to SAF as a result of personal development.</p> <p>7 E. Develop a leadership training that will be an integral part of the year's first meeting of our Society.</p>	<p>Education Chair, Science & Tech Chair</p> <p>CFE Chair</p> <p>CFE Chair, Awards</p> <p>CO-WY Chair, Chapters</p> <p>CO-WY Chair-elect, Education Chair</p>
<p>STRATEGIC DIRECTION 8:</p> <p>Keep membership informed of professional and State society issues and activities.</p>	<p>8 A. Publish the Newsletter 4times a year. – provide articles of activities</p> <p>8 B. Utilize the internet for timely updates. Pass information to and from the Executive Committee.</p>	<p>Newsletter Editor</p> <p>CO-WY Chair, committee chairs, and chapter chairs</p> <p>Chapter Chairs</p>

SECTION XI

NATIONAL SAF ORGANIZATION CHART

MAPS OF STATE SOCIETIES AND CO-WY CHAPTERS

