



# **CONSTITUTION OF THE NATIONAL ASSOCIATION OF FOREST SERVICE RETIREES**

## **I. OBJECTIVES**

### **THE PRIMARY OBJECTIVES OF THIS ASSOCIATION SHALL BE:**

1. To establish a non-partisan, professional and science-based organization with members consisting of Forest Service retirees, associates, and sustaining members with germane training and experience
2. To bring to bear members' combined knowledge and experience in forestry, range and other natural resource management, allied research, and state and private forestry matters, for the purpose of providing sound and timely professional advice and public education relating to critical issues involving forestry and its related specialties.
3. To provide information about natural resource management for the American people, their elected representatives and public and private agencies; to provide educational material with the objective of enhancing public understanding of natural resources, and to act as a contact point where individuals and organizations can access expertise in the science and practice of forestry and related fields.

## **II. NAME**

The name of this association shall be the **National Association of Forest Service Retirees**, informally known as **NAFSR**.

## **III. MEMBERSHIP**

Membership in the NAFSR is open to:

- (1) "Regular Members": Forest Service retirees, their spouses and surviving spouses who are the voting members;
- (2) "Associate Members": Retirees of related federal agencies, as well as others who are scientifically or technically trained, or members of the public with interest or experience germane to natural resource matters, who shall be non-voting.
- (3) "Sustaining Members" who, as determined by the Board of Directors, have provided outstanding contributions to the furtherance of the objectives of NAFSR. Sustaining members who are Forest Service retirees will have voting privileges. Membership is contingent upon submission of a membership application and payment of dues. The board of directors may also grant membership to special individuals.
- (4) "Golden" members, age of 80 or more, are not required to pay dues.

First year dues for new members is waived.

#### **IV. BOARD OF DIRECTORS**

The Board shall consist of at least 12 members and no more than 24 members as determined and approved by the Board. There shall be at least one Director from each of the Forest Service regional geographic areas, selected by members of the retirees club in the regional area. If the regional organization ceases to exist or defers its selection, the regional representative will be nominated and elected by the Board of Directors. The Board of Directors may designate, at their discretion, other "At-Large" board members. Election of the Board will be as provided in the bylaws.

#### **V. OFFICERS**

Chair of the Board of Directors will be determined by majority vote of the Board and will serve a two-year term, with successive terms allowed as approved by the Board of Directors. . The Board may appoint a Vice Chair, an Executive Director, Secretary/Treasurer, legal counsel, and other officers of NAFSR, as it deems necessary. The Board may also provide for stipends for officers as appropriate.

#### **VI. COMMITTEES**

Study and Ad Hoc Committees may be established by the Board of Directors and Officers to further our mission and objectives. Regular, Associate and invited leaders with relevant experience and interest will form Committee membership as appropriate.

#### **VII. DUES**

The Board of Directors will establish dues as provided for in the bylaws.

#### **VIII. FINANCIAL REPORT AND AUDIT**

The Chair with the consent of the Board of Directors will appoint an audit committee to perform an annual audit and financial report.

#### **IX. CHANGES IN CONSTITUTION and BYLAWS**

Changes to the constitution and bylaws will require a two-thirds majority vote of the Board of Directors.

#### **X. DISSOLUTION**

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose, as designated by the Board of Directors.



# **BYLAWS OF THE NATIONAL ASSOCIATION OF FOREST SERVICE RETIREES**

## **A. DUTIES OF OFFICERS**

### **1. BOARD OF DIRECTORS:**

- a) Elects the Board Chair
- b) Appoints and supervises the Executive Director
- c) Identifies issues of importance and directs the initiation of action
- d) Approves contents of action items and reports
- e) Targets the response to appropriate audiences
- f) Fills vacant Board positions in the absence of regional club selections to the Board
- g) Appoints "At-Large" Board members
- h) Appoints and determines compensation for officers and staff
- i) Initiates and approves changes to the constitution and bylaws

### **2. CHAIR, BOARD OF DIRECTORS**

- a) Convenes and presides over meetings of the Board of Directors
- b) Signs all correspondence of the Association, except as may otherwise be specifically delegated or directed.
- c) Executes contracts
- d) Holds general delegation authority

### **3. VICE CHAIR, BOARD OF DIRECTORS**

Convenes and presides over meetings of the Board when the Chair is absent. Assumes the position of Chair when that position is vacated, providing for a smooth transition.

### **4. EXECUTIVE DIRECTOR**

The Board of Directors will select the Executive Director. Duties will be to manage the day-to-day operation of the Association. He/she will organize and supervise the staff, the preparation and dissemination of issue papers, and facilitate communication among Board members, the general membership, agencies and other interested parties. May sign official position papers and correspondence on behalf of NAFSR and the Chair.

### **5. SECRETARY/TREASURER**

The Secretary/Treasurer will perform normal corresponding secretarial duties, keep minutes of regular meetings maintain and file all official correspondence, record and deposit all monies received, maintain member rosters, acknowledge new members,

manage the association's finances, prepare routine reports and an annual audited financial report. May sign official position papers and correspondence on behalf of NAFSR and the Chair. The Board will appoint the position for a two-year term.

## 6. STANDING COMMITTEES

**Board Advisory Committee:** The Committee reports to the formal Board. Committee members bring unique knowledge, skills to bear on significant governance matters, topics, opportunities and issues needing resolution. The Committee makes recommendations, provides key information and reports to assist the formal Board in achieving our Mission, Charter Principles and Objectives. The Committee includes public, private sector leaders and citizen's members who bring experience and interest in extending and delivering our Mission, Objectives and yearly activities.

**Communication Committee:** The Committee develops and helps implement a communication strategy and plan. The Committee assists the Lookout Newsletter, Website managers, and exhibit booth activities. The Committee arranges for peer review of official publications and major position papers. The Committee assists in maintaining and extending a network of key contacts and organizations to help achieve our Mission, Principles and Objectives.

**Development Committee:** The Committee formulates and assists in implementing a marketing and fund raising strategy and plan. The Committee develops an organizational development strategy which extends our reach and capacity to consistently implement a plan of work that responds to demands so as to be a vital organization and reliable partner in reaching our Mission, Principles and Objectives.

**Fire Committee:** The Committee represents us with USDA Forest Service Senior Leaders, Line Officers and Directors, interagency, intergovernmental fire management officials. The Committee prepares reports, briefing materials, and delivers analysis of fire management issues and topics of importance and recommendations for action.

**Liaison Committee:** The Committee develops, participates and assists in implementing a key elected leader and organizational leader networking plan. Committee members arrange briefings, prepare and present testimony and represent us with Washington D.C. Organizations, the Administration, Congress and U.S. Forest Service Chief and Chief's Office. The Committee assists Board, Regular and Associate members by providing information so we work regionally and locally to provide key information of interest to leaders, citizens, organizations and local U.S. Forest Service units.

**Membership Committee:** The Committee prepares and assists in implementing an effective member recruitment and retention strategy and plan. The Committee assists in development of membership materials and portfolio of membership services which extend awareness of our mission, principles, objectives and key messages to interested leaders and organizations.

**Nominations and Awards Committee:** The Committee prepares, implements and administers an awards strategy and plan. The Committee leads and administers the "John R. McGuire Award" program. The Committee assists in review and recommending

potential National Forest Foundation, National Association of Forest Service Retirees and Local Sponsors yearly grant program awards.

## **7. COUNSELOR**

The Board appoints the counselor, normally an attorney, for a two-year term. Duties are to advise the Board on legal aspects of issues coming before the Association and to offer advice regarding matters of law and ethics.

## **B. ELECTION OF DIRECTORS**

The initially-named Board of Directors shall consist of retired Forest Service employees, one-fourth of whom shall serve a term ending 12/30/01, one-fourth ending 12/30/02, one-fourth ending 12/30/03, and one-fourth who will serve terms ending 12/30/04. These initial terms will be determined by random selection. Subsequent Board members will serve 2-year terms, with additional terms as approved by the Board of Directors.

In November of each year regional retiree clubs will be asked to select people to fill vacant positions on the Board of Directors. The method of selection shall be under procedures determined by the local club. In the event a club does not designate a director or if there is no club representing a geographic area, a representative to the Board shall be nominated and elected by the Board of Directors.

## **C. ELECTION OF OFFICERS**

Officers are elected by the Board and serve a two-year term, with additional terms as approved by the Board of Directors.

## **D. REMOVALS FROM OFFICE**

The Chair, Executive Director, Vice Chair, Directors and any Officers may be removed by a 2/3 majority vote of the Board of Directors.

## **E. DUES**

Regular members: \$25 annually

Associate members: \$15 annually

Sustaining members: \$50 annually (minimum)

Golden members, age of 80 or more, are not required to pay dues

## **F. CHANGES TO BYLAWS**

The Board of Directors may amend bylaws of this Association by a two-thirds majority of those voting and will publish the changes on the retirees' Internet website.

