

ICF BY-LAWS

Article I – Dues

Annual membership dues in the Association shall be established by a vote of the membership as provided in Article XI of these by-laws. Initial membership in the Association requires the payment of one year's annual dues.

Article II – Attendance at Meetings

- Section 1. Attendance at meetings shall be limited to the following:
- A. Members of the Association
 - B. Such other persons as may be invited by the President with the approval of the Executive Board. Persons so invited may have the privilege of the floor during open sessions.
- Section 2. Attendance at business meetings shall be limited to members of the Association except that the Executive Board may invite others to the meetings to discuss matters of importance to the Association.

Article III – Quorum

The members present at any meeting shall constitute a quorum/

Article IV – Voting

- Section 1. There shall be one vote for each full member.
- Section 2. Any question (other than an amendment to the Constitution or by-laws or motion or resolution constituting a statement of policy) shall be determined by a simple majority of the members responding to a request for a vote or ballot on the question.
- Section 3. Any question may be submitted to the membership by the Executive Board by all, except for amendments to the Constitution or by-laws or motion or resolution constituting a statement of policy. Such questions shall be decided by a majority of all votes returned within 30 days of submitting the question to the entire membership.

Article V – Policy Statements

- Section 1. Policy statements are those motions or resolutions passed by the Association that express the attitude and wishes of the Association concerning legislation, forestry programs, and the activities of the Association. They shall supplement the Constitution and by-laws and shall serve as “directives” to the officers in conducting the affairs and expressing the official stand or opinion of the Association.
- Section 2. Policy statements may be proposed at any time by 5 or more members and submitted to the President in writing. The President shall then submit the statement to the membership by mail for the adoption or rejection.

Upon receiving the affirmative votes of two-thirds of the membership responding the policy statement shall be declared adopted.

- Section 3. Appeals on decisions of the Executive Board may be taken to the membership on petitions signed by 20% of the members of the Association. Such appeals shall be decided by a majority of those voting.

Article VI – Elections

- Section 1. The Nominations Committee shall select two or more candidates for each office to be filled. Additional nominations may be made to the Committee by the petition of five members in good standing.
- Section 2. A plurality of those voting shall determine the successful candidate. In case of a tie the successful candidate shall be chosen by lot.
- Section 3. Officers shall be elected for a term of two years except as hereinafter provided.
- Section 4. Officers elected shall assume office at the close of the meeting following their election.
- Section 5. The immediate past President shall serve as an ex-officio member of the Executive Board for a period of two years.

Article VII – Vacancies

Vacancies in any position other than that of President shall be filled by appointment by the Executive Board. Such appointees shall hold office until the next semi-annual meeting.

Article VIII – Duties of Officers

- Section 1. The President shall serve as the chief executive officer of the Association and shall preside at all meetings. Members that the President shall appoint to standing committees will be with the advice and consent of the Executive Board. Select committees shall be established by vote of the Executive Board and its members shall be appointed by the President. The duties of all special committees shall be directed by the President at the time of appointment. Such committees shall cease to function as soon as the work assigned to them is completed and/or approved by the Executive Board.
- Section 2. The Vice-President shall serve as the President in the absence of that official and shall become President in the event of the President's incapacity, resignation or death.
- Section 3. The Secretary shall take the minutes of all the meetings of the Association. He or she shall prepare and distribute the minutes to the membership.
- Section 4. The Treasurer shall collect the annual dues and disburse funds as directed by resolution or an order of the Executive Board. He or she shall

prepare a statement for submission at the semi-annual meetings showing all receipts and disbursements.

- Section 5. None of the elected officers of the Association shall receive compensation from the Association. An officer of the Association or a member of the Executive Board of the Association may be reimbursed for his actual expenses for travel and subsistence and other necessary expenses in attending meetings of transacting the Association's business if authorized by the Executive Board.

Article IX – Committees.

- Section 1. The Nominating, Policy, and Public Relations Committee and such additional committees as the Executive Board or the President deem necessary or as are established by resolution of motion by the Association shall be appointed by the President unless otherwise directed.

Article X – Conduct of Meetings

- Section 1. Unless otherwise directed by resolution, by-laws, or Policy statement, the duties of the officers and the conduct of meetings shall be governed by the latest edition of Robert's Rules of Order.

- Section 2. Procedure: order of business of the Executive Board and business meetings of the association shall be as follows:

1. Call Meeting to order
2. Reading of minutes
3. Communications written and oral
4. Committee reports
5. Unfinished business
6. New business
7. Adjournment

The Board by unanimous consent of those present may, if circumstance require, waive or suspend temporarily, any of the provisions of the Rules of Order, for the expedience of the business or conduct of the Board, provided, however, the minutes of the meeting that the suspension is made, shall show clearly and definitely the reason for the suspension.

Article XI – Amendments

Amendments to the Constitution or by-laws may be presented by a member of the Association in writing to the Executive Board at a regular or special meeting of the Executive Board, and if approved by the Executive Board, shall be submitted in writing to each full member of the Association for a vote.

