

# **By Laws and Constitution of the Amador-El Dorado Forest Forum**

## Article 1: Name

The name of this association is the Amador-El Dorado Forest Forum. For purposes of brevity it shall be referred to in this document as the "Forum".

## Article 2: Purpose

The Forum's aim is to promote sound management of forest resources through open discussion of forest resource topics and providing scholarship funds to college students studying the science of forestry.

## Article 3: Objectives

1. The Forum will hold monthly meetings from September to May.
2. The monthly meetings shall host a speaker knowledgeable in a field pertaining to forest resource management.
3. An effort to raise funds for the scholarship fund shall be conducted at each meeting of the Forum either by raffle, auction, or any other method deemed appropriate.
4. An annual meeting shall be called by the scholarship committee. This meeting shall be referred to as the "Blanket Party", in remembrance of the association's original founding. The primary purpose of this meeting shall be to raise money for the Edwin F., Lila, and Lyle Smith Memorial Forestry Scholarship Fund.
5. All proceeds generated by the Forum, after expenses, shall go to the scholarship fund account.

## Article 4: Membership

1. Membership shall be open to individuals that demonstrate a willingness to further the purpose of the Forum.
2. A mailing list of members shall be kept and maintained by the Secretary.

## Article 5: Dues and Fees

1. No regular dues or fees shall be collected.

2. Working capital shall come from donations, proceeds, and assessments at meetings.

#### Article 6: Meetings

1. Responsibility for the monthly meeting shall rest with the elected officers. Responsibility may be delegated.
2. The officers will select locations and speakers of the monthly meeting.
3. Responsibility for the annual Blanket Party shall rest with the Scholarship Committee.
4. All meetings of the Forum shall adhere to the following agenda:
  - a. Call to Order
  - b. Reading of the Minutes
  - c. Communications
  - d. Unfinished Business
  - e. New Business
  - f. Adjournment
5. All meetings shall be conducted according to the latest published edition of Robert's Rules of Order, except that such additional rules may be established that are not in conflict with such rules.

#### Article 7: Voting and Election of Officers

1. Nominations of new officers shall be done the month prior to the summer recess.
2. Elections shall be conducted by the current president on the last meeting prior to the summer recess.
3. Officers shall be elected annually at the last monthly meeting prior to summer recess.
4. Any election or question shall be determined by a simple majority of the membership in attendance responding to a request for a vote by the President.

#### Article 8: Responsibilities and Duties of Officers and Committees

##### Elected Officers and Standing Committees:

1. President – Conducts the monthly meetings, appoints committee members as needed
2. Secretary – Assists the President in the preparation of the monthly meetings, maintains a mailing list for announcing monthly meetings,

records minutes and actions of the Forum, keeps and maintains the By Laws and Constitution of the Forum

3. Treasurer – Executes financial transactions on behalf of the Forum
4. Scholarship Committee
  - a. Solicits applications for scholarships
  - b. Receives and reviews nominations and applications for scholarships and presents its findings to the Forum for action
  - c. Plans and conducts the annual meeting to be held at the end of the summer recess
5. Nominating Committee
  - a. Nominates willing and capable individuals to hold elected offices

#### Article 9: Edwin F., Lila, and Lyle Smith Memorial Forestry Scholarship

1. Nominations and applications for scholarship funds shall be reviewed by the scholarship committee to determine if requirements are met by the nominee.
2. The Forum shall vote to approve or disapprove scholarship awards at regular monthly meetings after recommendation by the scholarship committee.
3. Minimal requirements for receiving a scholarship award are as follows:
  - a. Declared major of study and actively pursuing a degree in a forestry program at an accredited university or college
  - b. Demonstration of good character and citizenship
  - c. Graduated from a high school in Amador or El Dorado County
  - d. Be enrolled in the final two years of forestry study in a recognized college or university
  - e. Be attending full time and taking at least 12 units per quarter or semester
  - f. Be enrolled in those courses, the successful completion of which will result in the award of a Bachelor of Science or equivalent degree, with a major in Forestry
4. Scholarship requirements shall be left up to the scholarship committee.
5. Scholarship awards shall be granted on an individual basis in amounts recommended by the scholarship committee and approved by a vote of the membership in attendance.