



SOCIETY OF AMERICAN FORESTERS

MISSOURI

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OPERATIONS MANUAL

Approved – mm/dd/yyyy

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I. ROLES AND RESPONSIBILITIES

A. MISSOURI STATE SOCIETY

INTRODUCTION

The Missouri Chapter of the Ozark Section of the Society of American Foresters was founded on October 10, 1963, by Dr. Richard C. Smith, professor of Forestry at the University of Missouri, at a breakfast meeting held in the Hawthorn Room of the Student Union in conjunction with a short course on soils.

The Missouri Society of American Foresters (MOSAF) is a State Society of the national Society of American Foresters (SAF). The MOSAF is governed by a set of Bylaws (**Appendix A**). Any new and revised bylaws should follow the format and general content of the existing Bylaws, as these have undergone updating and formatting changes based on suggestions made by the National SAF Board of Directors.

For context, we will summarize two specific levels of the organization:

- 1) National SAF
- 2) Missouri SAF

NATIONAL SAF

Based in the Washington D.C. area (and around the country), national SAF staff advocate on behalf of foresters and forests on policy issues that arise at the national level. In addition, they provide backbone to the organization for membership support, classifying certification credits, managing the Certified Forester program, accrediting institutions of higher learning, organizing publications and outreach materials in support of professional development and public outreach, in addition to several other tasks.

The national staff is led by a Chief Executive Officer (CEO) who reports to a Board of Directors comprised of elected volunteer representatives from around the country who represent Districts that make up SAF. National SAF also supports a variety of working groups that bring together experts from across the US to develop policy and position papers as well as guide information to include in National Conventions.

There are three National SAF Policies to be aware of including the:

- 1) SAF Antitrust Policy (**Appendix B**)
- 2) SAF Diversity & Inclusion Policy (**Appendix C**)
- 3) SAF Anti-Harassment Policy (**Appendix D**)

These policies provide guidance for effective, lawful, and respectful meetings and activities, as well as to insure that as a Society we create a culture that fosters the respectful exchange of ideas, perspectives, and experiences from a diverse range of members, partner organizations, and other stakeholders.

MISSOURI SAF

The MOSAF is considered a State Society of District 9. The MOSAF is comprised of all the members of SAF that live within the state of Missouri. Occasionally, members who live outside of Missouri also choose to be members of MOSAF. The MOSAF Executive Committee (EC) is comprised of volunteer representatives from throughout Missouri with the major goals to provide support for the states on regional policy issues that arise, coordinate professional development and networking opportunities, and serve as the conduit of issues to be brought to the national level as needed. MOSAF conducts meetings in various locations throughout the state and is held at least three times per year, comprised of 2 technical field sessions accompanied with a business meeting, and one stand-alone business meeting generally held during the Missouri Natural Resources Conference (MNRC).

MOSAF supports its members through its website, social media, and semiannual Newsletter by sharing relevant information, announcements, and events related to forestry (**Appendix H**).

As a State Society within National SAF, the MOSAF represents Missouri on issues that arise among our peers on the House of Society Delegates (HSD). The HSD is a collection of State Society representatives (typically the Chair and Chair-Elect) from across the country. Meetings are usually held annually before the SAF National Convention. At this meeting, the National staff and board members provide updates on their work and gather suggestions on topics to address if directed by the HSD. The HSD invites “Issues & Actions” to be shared from the states (which can be submitted year-round) to determine what national staff or the board can do to address these matters. They also seek “Success Stories” to be shared and serve as a template or inspiration to other State Societies for events, programs, and policy agendas.

MOSAF Chapters & Divisions: Due to its size, the MOSAF is not subdivided at this time, but reserves the right to create, reorganize, add, or rescind Divisions and Chapters in accordance with its Bylaws.

Mission Statement: The mission of the Missouri Society of American Foresters is to advance the science, education, technology and practice of forestry; enhance its member’s competency and professionalism; and use the knowledge

and skills and conservation ethic of the profession to ensure the continued health and use of forest ecosystems and the presence and future availability of forest resources to benefit society.

MOSAF Objectives:

- To advance the science, education, technology, and practice of forestry
- To enhance the competency of its members; to establish professional excellence
- 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; and
- To provide an opportunity for better communication among the individual members, their regional representatives, and the Society

SUMMARY

All the levels of the SAF organization are available to assist with issues that may arise, however issues should only be escalated to the National level, as needed.

There are several notable factors to remember regarding National SAF as our parent organization, and as a 501(c)3 tax-exempt organization under the Internal Revenue Service (IRS) code:

1. The MOSAF must keep track of and report financial information annually to its Treasurer, who will prepare a report used to file the annual tax return (if a third-party accountant is not used), and send this report to National SAF to continue to qualify for tax-exempt status;
2. The MOSAF will not spend a substantial portion of its time lobbying for or against any specific piece of legislation at any level of government, but the organization or its members may release position statements on legislation that impacts Missouri forests and foresters, which may advocate for or against relevant decisions, bills, policies, or laws;
3. National SAF provides optional limited insurance coverage to the MOSAF for meetings and field-based events (**Appendix E**);
4. There are policy documents that have been created and updated that can be used to help respond to local issues as they arise. In addition, each level of the organization may create new policy documents relevant to their areas, but they need to be consistent with national-level policies (if applicable) and be shared with national policy staff for verifying consistency and for record-keeping purposes.

B. EXECUTIVE COMMITTEE & APPOINTED OFFICERS

EXECUTIVE COMMITTEE

The MOSAF Executive Committee (EC) is comprised of five officials, which includes the:

1. Chair;
2. Chair-Elect;
3. Immediate Past Chair;
4. Secretary; and
5. Treasurer.

The only elected position of the MOSAF EC is the Chair-elect. The Chair-Elect is elected by membership to serve a two-year term beginning on January 1st after the election and ending on December 31st of the following calendar year. After serving this term, the Chair-Elect serves consecutive two-year terms as Chair and then Immediate Past Chair. The Secretary and Treasurer are appointed by approval of the EC.

The EC will operate in accordance with the MOSAF Bylaws and serve at the will of the membership. The EC represents the membership through its activities, policies, and management. The EC should meet at least once throughout the year to address pertinent business. These meetings (**Appendix R**) are held at times agreeable by members of the EC. These meetings provide an opportunity to review organizational finances, initiative progress, and for each EC member to report on highlights of activities since the last meeting or actions requested prior to the next meeting. The EC may also update, at the will of the membership, the MOSAF Operations Manual and the MOSAF Bylaws. Committee chairs are also invited to the annual EC meeting held at MNRC.

APPOINTED OFFICERS

The following appointed officers are members of the MOSAF EC and are required to understand and perform to the best of their abilities the duties outlined for their positions as described below, in addition to those that may be recorded in the Bylaws (**Appendix A**):

1. The **Chair, after serving as Chair-Elect**, will:
 - a) Be responsible for developing and continuing MOSAF activities during the term of office;
 - b) Organize the membership toward meeting the objectives of the MOSAF;
 - c) Serve as the chief executive officer, responsible for providing leadership and direction to the MOSAF EC;
 - d) Preside at meetings;

- e) Serve as Chair of the MOSAF EC and as an ex-officio member of all other committees;
 - f) Develop agendas and solicit topics to be included for meetings of the MOSAF EC (**Appendix S**);
 - g) Serve as the main contact for inquiries to the MOSAF EC or for which requests of the MOSAF are made;
 - h) Oversee all the operations of the MOSAF;
 - i) Appoint, with the approval of the MOSAF EC, the standing committees, and other special committees, as needed;
 - j) Represent the Missouri State Society at the National SAF Convention;
 - k) Serve as the official delegate to the House of Society Delegates with the approval of the MOSAF EC;
 - l) Represent the Missouri State Society at meetings and conferences convened by other Societies and organizations as required;
 - m) Prepare and present at the annual meeting, a report on MOSAF activities;
 - n) Execute contracts and any other agreements as required by the office to conduct its business,
 - o) With or without the input of the MOSAF EC, contribute at least one column to each issue of the MOSAF Newsletter, and
 - p) Perform all other duties commonly incident to such office.
2. The **Chair-Elect**, elected two years prior to serving as Chair, will:
- a) In the absence of the Chair, preside at the MOSAF meetings and act for and assist the Chair in conducting state society affairs;
 - b) In the resignation of the Chair, or if the Chair is unable to serve, the Chair-Elect will succeed as Chair to serve the remainder of the term, as well as serving the next term as Chair. (If both the Chair and Chair-Elect resign or are unable to serve, the MOSAF EC will call a meeting of the membership to elect a new Chair and Chair-Elect.)
 - c) Learn about the issues facing the MOSAF and understand the roles and responsibilities of the MOSAF EC and its members to effectively serve as Chair in the future;
 - d) Represent MOSAF at the National SAF Convention and the House of Society Delegates Meetings and in the absence of the Chair;
 - e) Perform all duties as the MOSAF delegate;
 - f) Perform all other duties as may be commonly requested by the Chair; and
 - g) Plan and organize two technical field sessions per year per Program Committee duties.
3. The **Immediate Past Chair**
- a) Following their year of service as the Chair of the state society, the Immediate Past Chair remains as a voting EC member;

- b) Will participate in meetings of the MOSAF EC and provide historical context and guidance for activities that span more than his/her term as Chair; and
 - c) Perform all other duties requested by the Chair in support of the MOSAF objectives.
4. The **Secretary**, or other official as directed by the MOSAF EC, will:
- a) Keep the minutes of all meetings and provide to members of the EC for review and approval;
 - b) Ensure accurate and timely reporting to the membership, of the outcomes of all state society elections and referendums which are not conducted by the national office of the society;
 - c) Annually, following elections, complete the Leadership Roster to be filed with National SAF to ensure access to leadership central when terms begin;
 - d) Ensure meetings are announced to members on the required timelines;
 - e) Ensure minutes and other records are appropriately maintained working in conjunction with the MOSAF Historian and Website Administrator (should one be appointed); and
 - f) Perform such other duties as may be assigned by the MOSAF EC or Chair.
5. The **Treasurer**, or other official as directed by the MOSAF EC, will:
- a) Function as custodian of the state society's finances and accounting records;
 - b) Receive and deposit all monies and disburse all monies authorized by the Chair or EC, which authorization may not be explicitly documented if done as part of the normal course of business, on behalf of the MOSAF, attending to any obligations for payment (invoices received, travel reimbursement, etc.) to members or contractors, invoice service providers, advertisers, and others that may be subject to billing;
 - c) Prepare and present at each MOSAF EC meeting a report of the MOSAF's financial status, including income and expenses statement for the current year of operation;
 - d) Prepare and present at the annual meeting a report of the state society's financial status, including an income and expense statement for the current year and a balance sheet as of the end of the fiscal year;
 - e) Prepare the MOSAF's annual tax reporting forms, which includes requesting and consolidating financial information (**Appendix F**);
 - f) Retain financial records created in the management of the MOSAF financial affairs for at least the minimum period required by the Internal Revenue Service (typically 7 years for a non-profit), if the Treasurer duties change in that time, the old treasurer will provide retained records to the new Treasurer;

- g) Develop the annual MOSAF budget working with the Chair and the EC. The proposed budget for the current year will be available prior to the Annual Business meeting of the State Society;
- h) Serve as steward of grant monies received from National SAF or other organizations until reimbursement is requested by the awardee;
- i) Serve as steward of dues collected by National SAF and disbursed to MOSAF, to ensure prompt and accurate disbursement; and
- j) Perform such other duties as may be assigned by the MOSAF EC.

C. STANDING COMMITTEES

The Standing Committees, with the approval of the MOSAF EC, shall be appointed by the Chair. These include:

1. Audit Committee;
2. Nominating Committee; and
3. Tellers Committee.

Standing committees must be comprised of at least three voting members each. The MOSAF Chair, with the approval of the Executive Committee, a Committee Chair and members of the standing committees. The Chair of the state society also serves as ex-officio member of each committee.

AUDIT COMMITTEE (AC)

This committee is only necessary if MOSAF does not use an outside auditor to perform such a review and complete tax filing activities.

A committee created and dissolved annually that is charged with the review of the MOSAF annual revenues and expenses. Members of the existing MOSAF EC are not allowed on this committee. Selection of members to the committee is completed by the EC and Treasurer, with the audit being completed prior to the annual meeting of the membership. This is an optional committee separate from the Financial Reports generated by the Treasurer.

NOMINATING COMMITTEE

Role and Responsibilities: The role of the Nominating Committee is to nominate from eligible state society members at least two candidates for each elective office and obtain an agreement to serve (if elected) from each nominee to send to the Secretary by September 1st. If, for any reason, a nominee is found by the Secretary to be ineligible, the Nominating Committee shall provide another nomination by September 15th. Once a satisfactory candidacy has been achieved by the Nominating Committee, the EC will execute an effective and a fair election, and the Tellers Committee will count ballots to certify election results.

Membership:

The Bylaws do not define who will serve on this committee. However, an example breakdown could be the following:

1. Nominating Committee Chair;
2. MOSAF Immediate Past Chair; and
3. Membership Committee Chair.

Annual Activities:

The nomination of candidates for election in accordance with the annual election schedule.

TELLERS COMMITTEE

Role and Responsibilities:

The role of the Tellers Committee is to receive the electronic voting results and count any paper ballots to certify the results of elections to the Chair and Executive Committee. This committee shall assemble at the time and place set by the Tellers Committee Chair.

Membership:

The Bylaws do not define who will serve on this committee. However, an example breakdown could be the following:

1. Tellers Committee Chair;
2. MOSAF Chair-Elect; and
3. Membership Committee Chair.

Annual Activities: The counting of ballots in accordance with the annual election schedule.

D. SPECIAL COMMITTEES

The Special Committees of the MOSAF may consist of one or more members. These committees, with the approval of the MOSAF EC, shall be appointed by the Chair. These include:

1. Communications Committee;
2. Education Committee;
3. Fellows & Awards Committee;
4. Long Range Planning Committee;
5. Membership Committee;

6. Policy-Legislative Committee;
7. Program Committee; and
8. Special Funds Committee.

The MOSAF EC may approve of *ad hoc* committees for a specific task, as outlined in the Bylaws, at any point during the calendar year. The Chair may establish and terminate task forces to conduct short-term, defined work, and appoint chairs of these task forces in accordance with the Bylaws. Committee and Task Force Chairs may be appointed outside of the MOSAF EC members, to include the general membership.

COMMUNICATIONS COMMITTEE

This committee includes:

1. The Newsletter Editor;
2. Website Administrator; and
3. Social Media Manager.

Role and Responsibilities: The role of this committee would be to address or publicize MOSAF activities and information to the general public, membership, or other group in a timely manner, whereby the information is consistent across all platforms.

Committee Goals:

1. Provide information and announcements to MOSAF members through the Newsletter, the Website, and Social Media platforms;
2. Notify MOSAF members of professional and educational opportunities through these platforms;
3. Develop, maintain, and update Advertising & Sponsorship rates and guidelines for the Newsletter (**Appendix G**), as well as provide them to the MOSAF EC for approval;
4. Develop, maintain, and update the MOSAF objectives and core values (if necessary), with approval of the membership at large, and ensure that submissions to the newsletter are complementary to these;
5. Encourage membership to promote to the general public the benefits of good forest and individual tree management, as well as provide article ideas for the Newsletter;
6. Inquire about website hosting opportunities on a periodic basis to determine if there are more secure and financially beneficial options available, and make such suggestions to the MOSAF EC for approval;
7. Occasionally conduct a survey of the membership regarding preferred communication options (e.g., Newsletter, Website, Social Media, Email, etc.) and submit recommendations to the EC based on results;

8. Occasionally, and as appropriate, propose the advertisement of MOSAF events and promotion of success stories through local media sources (e.g., newspapers, magazines, etc.);
9. Meet at least twice per year (in-person or virtually). Additional in-person or virtual meetings may be required to meet objectives; and
10. Ensure all content contained within the Newsletter, Website, and Social Media platforms is free of political bias

Newsletter Goals:

1. Publish issues at a minimum of twice annually (e.g., March and November), and more often as content and time allows;
 - a) Articles for the newsletter will be submitted to the Editor;
 - b) The MOSAF Chair will submit an article for each newsletter;
 - c) The MOSAF Treasurer will submit a financial review for each newsletter;
 - d) The MOSAF Secretary will provide summarized Business Meeting minutes for each newsletter;
 - e) MOSAF meetings will be announced and promoted in the newsletter and provided by the MOSAF Planning committee;
 - f) MOSAF members are encouraged to submit articles of interest to the membership to the newsletter;
 - g) Guest articles may be approved for the newsletter at the discretion of the Editor, Communications Committee Chair, and MOSAF Chair;
 - h) Submitted educational events appropriate to MOSAF members may be posted in the newsletter at the discretion of the Editor; and
 - i) Articles of importance from National SAF headquarters or the District Representative may be included in the newsletter.
2. Publication-ready newsletters (in PDF format) will be sent by the Editor to the MOSAF Chair, who will review and distribute it to the MOSAF membership and Website Administrator for posting on the website; and
3. Send email alerts (via the MOSAF Chair) to keep the membership informed of issues, events, and announcements that occur between newsletters (Appendix H).

Website Goals:

1. Provide and maintain current information about MOSAF, its officers, and committees;
2. Provide and maintain current and archived newsletters;
3. Provide and maintain current and archived photos of MOSAF events;
4. Provide and maintain current and archived minutes, policy, awards, and position statement documents; and
5. Provide and maintain relevant and appropriate announcements and links.

Social Media Goals:

1. Post and share information relevant to MOSAF;
2. Through the occasional survey of the membership at large, by way of the Communications Committee, determine if the MOSAF membership desires to maintain social media and, if so, which platforms are preferred (e.g., Facebook, Instagram, Twitter, etc.); and
3. Use social media as a complementary tool to promote MOSAF and display desirable imagery and information related to MOSAF activities, not to replace the Website or Newsletter.

EDUCATION COMMITTEE

Role and Responsibilities: This Committee acts as liaison on matters of educational concern to institutions of higher learning that offer courses in forestry within the state society boundaries. The Committee Chair will keep the membership informed on modern developments in forestry education, will promote continuing education activities for forestry professionals and students, and will certify and maintain records, with copies to the Secretary and the Executive Vice President of continuing education (CE) credits.

Membership: This Committee consists of the Forest Science Coordinator and at least five voting MOSAF members.

FELLOWS & AWARDS COMMITTEE

Role and Responsibilities:

The role of this Committee is to manage and be a resource for navigating the nomination process for MOSAF Awards (**part G**), Fellow Nominations, and National SAF Awards. The Committee acts as a resource for members navigating the process of nominating peers and colleagues for these awards. The Committee follows a process to determine the Awardees of the MOSAF level awards. It is the responsibility of the committee to ensure nomination forms and instructions are kept up to date, readily available, and sent to the membership at least once per year by email.

The Committee also administers the MOSAF Grants & Scholarships program (**part H**) in a fair and equitable manner and provide opportunities for MOSAF members to apply for funding. In addition to this program, National SAF also has the Forester's Fund, Science Fund, and several scholarships (including the Ed Stegner Scholarship), which are administered at that level and have a separate application and decision-making process.

The Committee Chair will work with the Website Administrator to ensure that eligibility information and criteria for grants and scholarships are posted and updated on the MOSAF website.

Membership: The Bylaws do not define who will serve on the committee. However, the committee should be comprised of at least three members including or appointed by the MOSAF EC. The Chair of this committee need not be an elected member of the EC but instead may be a MOSAF member, appointed by the MOSAF Chair. Committee members may serve consecutively and without term limit.

Annual Activities:

Solicitation of MOSAF Award Nominations: The Fellows & Awards Committee Chair should make announcements at meetings on nominations and award availability, as well as promote the awards via Newsletter and the website. The Chair should also follow up with nomination packages for individuals that were not awarded in previous years to gauge interest in resubmitting nomination materials for the current year.

Solicitation of National SAF Award Nominations: While there are National SAF Awards for which MOSAF members may be eligible, the primary purpose of this committee is to ensure there are nominations first for all MOSAF awards. However, due to different calendars for award decision making, the Chair may help facilitate nominations for National SAF awards. No nominations or awardees are automatically converted to national award nominees. Nominations for national awards are typically due in mid-March.

Solicitation of Fellow Nominations: This process is primarily managed at the District level, where a review of nominations occurs. However, this Committee may provide nominations and support as appropriate to ensure that eligible MOSAF members are being recognized accordingly for their contributions to SAF and forestry profession. The Committee Chair will act as liaison to the District Representative to facilitate the nominations and paperwork necessary for consideration of new Fellows.

Timeline:

December 15th (deadline for next year's awards): Nomination packages are due to the Committee Chair. Nomination Packages may be submitted throughout the year, but they are only reviewed following this deadline. The Chair will determine completeness of application and has discretion to reject any application that does not have the required components in place by this deadline. The Chair may also allow nominators to address any deficiencies in

the application. Following this submission the Chair organizes the nominations and prepares packets for review by the Committee.

December 31st: Deadline for deficient nomination packages to be deemed complete by the Chair or rejected for consideration. At this time, the Chair also orders the physical award (e.g., plaque, trophy, etc.) from an appropriate vendor (absent awardee recipient information).

January 1st: To facilitate the committee voting, the Chair distributes to the committee members (or EC if no other members) award criteria; copies of respective nomination packages; a letter describing the selection process; and any other relevant materials.

January 15th: Committee assessment and voting on awards is completed and returned to the Committee Chair. The Chair then determines the awardee based on voting results. In the event of a tie, the MOSAF Chair will cast a tiebreaking vote (being held in reserve and used only where a tiebreaking vote is needed). The MOSAF Chair will notify awardees and their nominators, as well as invite the awardees to attend the Awards Ceremony for the presentation and acceptance of the award. The MOSAF Chair then sends a congratulatory letter to the award recipient, as well as a letter of condolence to the unsuccessful candidates. Committee Chair notifies the physical award vendor of the award recipients to be engraved and requests delivery, and coordinates with the Website Administrator to make sure that the current award recipients are listed on the website.

January 31st: Deadline for submission of grant and scholarship applications to be deemed complete by the Chair or rejected for consideration.

February 1st: Committee Chair takes possession of the physical awards and proofs them for the Award Ceremony. To facilitate the committee voting, the Chair distributes to the committee members (or EC if no other members) grant and scholarship criteria and any other relevant materials.

February 15th: Committee assessment and voting on grant and scholarship applications is completed and returned to the Committee Chair. The Chair then determines the awardee based on voting results. In the event of a tie, the MOSAF Chair will cast a tiebreaking vote (being held in reserve and used only where a tiebreaking vote is needed). Grant and scholarship awardees will be notified.

February (Awards Ceremony): The MOSAF Chair presents the awards to their recipients, typically at the Missouri Natural Resources Conference (MNRC). Committee Chair is responsible for developing a column to be included in the

March Newsletter to highlight award recipients. The column should include brief biographical sketch, award description, and past recipients. Even if a specific award has no recipient in a given year, the description and past recipients are still included.

March 1st: The Committee Chair, awardee, and MOSAF Treasurer will work to transfer the funds in a manner that works for all parties by or before this date.

LONG RANGE PLANNING COMMITTEE

Role and Responsibilities: This Committee is responsible for long-range planning and other matters deemed pertinent to the MOSAF.

Membership: The Committee Chair is the Immediate Past Chair. The official members of this Committee include the last five MOSAF Past Chairs, the current EC, and the Chairs or presidents of Student Chapters. The Chairs or presidents of any MOSAF Student Chapters serve as ex-officio, non-voting members. A report on Committee actions shall be made by the Committee Chair at the next EC meeting and shall be published in the newsletter.

MEMBERSHIP COMMITTEE

Role and Responsibilities: The role of this Committee is principally to review membership trends and information to retain, recruit, and understand the dynamics of the MOSAF membership. This helps ensure that leadership understands why members are staying or leaving and may be able to work with National SAF to address concerns or highlight success stories.

Membership: The Bylaws do not define who will serve on the Membership Committee, however the logical composition is that the Immediate Past Chair serve in addition to the Membership Committee Chair. The Chair of the Committee need not be an elected member of the EC but instead may be an appointed MOSAF member.

Annual Activities: With access to membership information and data that is managed at the National SAF website, the committee has access to membership information and can review it at any time. The largest turnover of members is when renewals occur which is dominated by annual renewals, though membership has transitioned from a calendar year membership to a 12-month membership, so those numbers may change. The Committee should review trends regularly to see what if anything can be done. The Committee Chair or designee should prepare for each EC meeting and the Annual Business Meeting a concise report on membership (**Appendix P**).

POLICY-LEGISLATIVE COMMITTEE

Role and Responsibilities:

The role of this Committee is to operate in accordance with the MOSAF Policies and National SAF Bylaws to review and keep state society members informed of pending or proposed legislation. It is responsible for reviewing Forest Policies, forest policy issues and position statements referred to or originating with the MOSAF. The Committee may recommend a position on any policy issue to the EC, and recommend modification, reaffirmation, or termination of any existing position. As is reasonable, the Policy-Legislative Committee will study and develop policy statements in advance and these statements will be presented to the membership at large for adoption by a two-thirds vote, either by voice or ballot.

This Committee has the primary responsibility to recommend the development, review, adoption, renewal, and use of MOSAF Position Statements (**Appendix N**). These position statements will be in accordance with and not conflict with existing National SAF positions. The Committee will also interface with National SAF staff. The Committee Chair, or designee, may be asked to represent MOSAF on policy issues including the articulation of MOSAF's position on policy issues.

Membership: The Bylaws do not define who will serve on the committee, however it is best practice to include a member who is well-versed in policy issues. The Chair of the Committee need not be an elected member of the EC but instead may be an appointed MOSAF member with an interest in reviewing policy issues. The Policy Committee Chair may recruit additional members as needed.

Annual Activities: The Policy-Legislative Committee (if comprised of multiple members) will meet at least once per year, preferably at the MOSAF Winter Meeting. Unlike other committees this committee's work may ebb and flow with issues of interest to the membership and so there is no standard set of activities that will occur each year. It will be the role of the Committee Chair to be aware and report to the EC at each meeting if there are policy issues that are noteworthy and which the EC or membership should respond to.

Position Statement Development Process:

1. An issue is identified by the FPC, the MOSAF Chair, or the MOSAF EC for position statement development;
2. The FPC Chair begins research and development or assigns such duties to a committee member or members;
3. Members with unique expertise or knowledge of the issue are consulted and expected to assist with drafting a proposal;

4. A draft position statement is developed;
5. The draft is circulated to the FPC for review and edits;
6. The edited draft is presented to the MOSAF EC for review and approval;
7. Approved statements cannot be in direct conflict with published positions of National SAF (see SAF Website or contact staff), therefore the approved statement will be forwarded to National SAF staff for review to ensure there are no such conflicts;
8. The approved statement will be made available on the MOSAF website; and
9. The approved statement, as with all MOSAF position statements, will sunset after five (5) years from the date of approval unless renewed by the EC upon recommendation of the FPC Chair (**Appendix N**).

PROGRAM COMMITTEE

Role and Responsibilities: The Chair Elect will serve as the Chair of the Program Committee. In consultation with the EC, this Committee will prepare activities and an agenda for regular MOSAF EC meetings and is responsible for all related arrangements. A minimum of two technical field sessions is expected. Additional meetings, as requested by the EC, will also be arranged by the Program Committee.

Membership: Only the Chair Elect is required to be on this committee. Additional MOSAF members may also share in these responsibilities if desired by the member and the Chair-Elect.

SPECIAL FUNDS COMMITTEE

Role and Responsibilities: This Committee will solicit donations for the Forester's Fund and other projects approved by the EC. A Special Funds report shall be made at an appropriate state society meeting and may be included in the newsletter.

Membership: The Bylaws do not define who will serve on the committee, however it is typically comprised of a single individual with interest in raising funds for grants, scholarships, awards, or other special MOSAF projects approved by the EC.

E. OTHER POSITIONS

The Appointed Officials of the MOSAF, with the approval of the MOSAF EC, shall be appointed by the Chair. These include:

1. Forest Science Coordinator
2. Historian
3. Newsletter Editor

4. Social Media Manager
5. Website Administrator

FOREST SCIENCE COORDINATOR

The Forest Science Coordinator (FSC) position has a 2-year term and may be reappointed for a total of 2 consecutive terms.

The role of the FSC will be to provide MOSAF with an effective means for the development, dissemination, and use of forestry research. The FSC will provide leadership in MOSAF's science programs by:

1. Helping applicable working groups achieve their objectives in the dissemination and use of forest science;
2. Providing the MOSAF EC with information and opinion on current and emerging science and technology issues, the adequacy of the scientific basis of draft policies and position statements, the development and review of science communications, and other science matters;
3. Providing the MOSAF with assistance to help strengthen the scientific basis of their programs and activities; and
4. Providing the MOSAF with information or assistance on science and technology matters.

HISTORIAN

A Historian may be appointed to document the activities of the State Society and maintain historical and founding documents to preserve the collective memory of the state society's past activities. They may be useful informants during times of policy and positions changes. They shall serve until, either at the request of the Historian or at the request of the EC, the appointment is terminated. There is no term length or limit for this position, however a new person may be appointed following the terminated appointment of the existing Historian.

NEWSLETTER EDITOR

The key role of the Newsletter Editor, hereafter referred to as Editor, is to procure relevant content, design, produce, print, and distribute the Newsletter on a regular basis (i.e., at least two issues per year).

The Editor has broad editorial discretion but ultimately answers to the MOSAF EC which serves as an *ad hoc* editorial board. The Editor also procures advertisers (if necessary) and works with the Treasurer for invoicing and payment of such.

They shall serve until, either at the request of the Editor or at the request of the EC, the appointment is terminated by majority vote. There is no term length or limit for this position, however a new person may be appointed following the terminated appointment of the existing Editor.

The Editor reserves the right to:

1. Edit each issue for grammar, spelling, format, and length;
2. Take care to preserve context, thread, and message for each issue;
3. Minimize opinion outside of the letters or op ed context;
4. Ensure news appearing in national publications is not duplicated in an issue, unless of state society interest (i.e., MOSAF member awards, obituaries);
5. Determine if and when it is appropriate to publish obituaries of non-members in an issue when the deceased is of particular interest to the MOSAF community; and
6. Acknowledge contributions of authors and photographers.

Newsletter Editorial Guidelines:

1. Publishing Schedule
 - a) The newsletter is normally published in March and November. Schedule may vary based on the needs of the MOSAF or the Editor;
 - b) Deadlines for contributors is set by the Editor; whereby the Editor reminds various contributors of the approaching deadline by email.
 - c) The MOSAF Chair or MOSAF EC should contribute at least one column to each issue;
2. Advertising (if any)
 - a) Normal advertising space is limited;
 - b) Other advertising is accepted on a request basis at published rates;
 - c) As a matter of policy, space for MOSAF news is a higher priority than advertising revenue;
 - d) The Editor has the discretion to solicit new advertising revenue as space, time, and appropriateness allow;
 - e) The Communications Committee and Treasurer will work together to propose new advertising rates (if desired by the Editor) to be presented at the winter EC Meeting for the MOSAF EC to approve or reject; and
 - f) The Treasurer will submit invoices to the advertisers following notification from the Editor to do so.
3. Letters to the Editor/Opinion Articles
 - a) The Editor reserves the right to edit the content of or refuse to print letters to the Editor;
 - b) Cause for editing or refusal will be because content contains inflammatory text, is personally damaging to individuals or institutions, or contains inappropriate or unprofessional language.

SOCIAL MEDIA MANAGER

The role of the Social Media Manager will be to post and share content involving or related to MOSAF. Similar to the Website Administrator, this work is accomplished through regular postings related to jobs, events, SAF news, etc. This position may also be combined with Website Administrator or Newsletter Editor at the discretion of the MOSAF EC.

They shall serve until, either at the request of the Social Media Manager or at the request of the EC, the appointment is terminated. There is no term length or limit for this position, however a new person may be appointed following the terminated appointment of the existing Social Media Manager.

Social Media Management Guidelines:

1. Posting/sharing content related to forestry in Missouri, National SAF, Forest Science, or Forest Policy;
2. Posting/sharing content related to periodic MOSAF Meetings, SAF National Conventions, and other events involving MOSAF;
3. Ensuring posted/shared content is factually true;
4. Ensuring posted/shared content is not politically charged or biased;
5. Ensuring posted/shared content does not violate the SAF Antitrust, SAF Diversity & Inclusion, and SAF Anti-Harassment policies;
6. Ensuring posted/shared content is professional and appropriate;
7. Solicit information to be posted on social media including theme-specific information;
8. Take direction from the MOSAF EC on social media content; and
9. Use appropriate discretion to share job opportunities that are submitted to MOSAF for relevant jobs:
 - a) Job postings will be relevant to the membership and the Social Media Manager is not obligated to broker or seek candidates for jobs; and
 - b) Job postings will be shared only, not emailed to members.

WEBSITE ADMINISTRATOR

The role of the Website Administrator is to maintain the website (mosaf.net), primarily through management of its content and usefulness.

They shall serve until, either at the request of the Website Administrator or at the request of the EC, the appointment is terminated. There is no term length or limit for this position, however a new person may be appointed following the terminated appointment of the existing Website Administrator.

Website Administration Guidelines:

1. Keeping the website up to date with current contact information for MOSAF EC members;
2. Collaborating with technical providers to ensure website operates effectively for members and the public;
3. Collaborate with the Treasurer to ensure prompt invoicing for services related to hosting dedicated pages;
4. Collaborate with the Treasurer to ensure prompt payment of expenses incurred in maintaining the website;
5. Solicit information to be posted on website including hosting theme-specific information;
6. Interact with contacts from each of the Divisions to ensure the content is up to date and informative for members;
7. Coordinate with Nominating & Tellers Committee Chair to distribute annual elections information;
8. Take direction from the MOSAF EC on website content;
9. Provide access to MOSAF executive and working group members to provide website blog content;
10. Coordinate with the Web Developer (if necessary):
 - a) To maintain website hosting services
 - b) To maintain website domain name
11. Maintain the website to ensure smooth operation by:
 - a) Ensuring the website has up-to-date security through the platform;
 - b) Reviewing the website on a regular basis to ensure integrity; and
 - c) Staying informed on the best available platforms and informing the EC of any opportunities related to maintenance of the website.
12. Use appropriate discretion to post job opportunities that are submitted to MOSAF for relevant jobs;
 - a) Job postings will be kept online for 45 days or less;
 - b) Job postings to be shared for longer than 45 days must be resubmitted;
 - c) Job postings will be relevant to the membership and the Website Administrator is not obligated to broker or seek candidates for jobs; and
 - d) Job postings will be posted on the website only, not emailed to members.

F. BUSINESS & ADMINISTRATION

FORESTERS FUND

The MOSAF Foresters Fund, hereafter referred to as Fund, will contain the Fund principal, other additions, donations, and gifts dedicated to the Fund. The MOSAF EC has the discretion to add surplus operating funds to the principal on a periodic basis, such as proceeds from the MOSAF Silent Auction/Raffle, with the

intention to grow the principal and increase amounts for grant and scholarship requests.

The purpose of the Fund will be to provide an ongoing source of income outside of the annual operating budget to meet the objectives of the MOSAF.

Management:

1. The MOSAF EC will manage the Fund or may appoint a subcommittee to manage the Fund on its behalf. All records relating to the status of the Fund will be maintained by the MOSAF Treasurer, with regular reports to the EC. Income to the fund and disbursements from the fund will be through the office of the MOSAF Treasurer in accordance with the policy stated herein.
2. Management will include research into investment options, periodic review of the Fund performance, and reporting of Fund activities to the membership at the annual MOSAF Business Meeting.
3. The MOSAF EC will approve investment options for the Fund.
4. Investment options employed will be of low to moderate risk, using time horizons of up to five years. The MOSAF EC will seek investment advice from knowledgeable sources within SAF membership, the national office, or from other qualified persons.

Disbursement:

1. Earnings will be accounted for in a MOSAF Fund Earnings Account. Fund earnings may be expended by a majority vote of the EC.
2. Expenditures will be for activities and projects that the EC deems beneficial to the membership and are in accordance with the Fund purpose. Examples of such projects are training, research, education, policy development, advertising, as well as approved scholarships and projects submitted through the MOSAF Grants & Scholarships program.
3. The MOSAF EC has the discretion to diminish the Fund principal to a minimum floor of \$5,000 in order to approve and fund extraordinary grant requests that exceed the available balance in the Fund.
4. Fund earnings not disbursed in the current year may be left in the Fund for use in subsequent years.

ANNUAL BUSINESS MEETING

At least one MOSAF business meeting, consisting of the EC and no less than five percent of the voting members, will be held each year to discuss any business of sufficient importance that requires careful consideration by the membership at large.

The annual Business Meeting of MOSAF membership is typically held during the winter meeting. At this meeting, members and friends of MOSAF who have passed in the last year are recognized, and a report by the Secretary or Chair on notable activities of the past year is given. This meeting involves reviewing the previous year's finances and approving a budget review. Any other notable topics may be included on the agenda or invited from the floor. The Chair of MOSAF presides over the meeting. Additionally, other meetings of MOSAF may be called but proper notice to all members must be made.

EXECUTIVE COMMITTEE MEETINGS

MOSAF EC meetings will be held at the time and place designated by the Executive Committee, with at least a 30-day notice for the membership if possible.

Additional EC meetings may be scheduled by the Chair as needed, and with the approval of the EC. These meetings may be open to friends of members and other interested parties for the exchange of ideas on subjects of interest to the profession of forestry, if desired. 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.

TRAVEL REIMBURSEMENT

The Chair and Chair-Elect, as part of their elected duties, are expected to attend the SAF National Convention, specifically including the House of Society Delegates meetings, as representatives of the Missouri State Society. As such, their expenses for attending, including but not limited to, airfare, parking, hotel, registration, meals, and other regular travel expenses will be eligible for reimbursement by the Treasurer. Receipts for actual expenses will be provided to the Treasurer along with an Expense Form (**Appendix O**) to receive reimbursement.

BUDGET DEVELOPMENT

The MOSAF budget year follows the calendar year. This sets up a slight disconnect in that the current year's budget is not actually developed and approved until the annual business meeting (typically held in February of the current budget year). At the annual business meeting, the previous year's budget variance report (budgeted vs. actual revenues and expenditures) is presented and discussed. This is part of the Treasurer's Report for the previous year and requires approval at the annual business meeting.

Following discussion of the previous year's activities, the proposed budget (as developed by the Treasurer and MOSAF EC) is presented to the membership with reference to previous year's budget and actual amounts. February's EC meeting should include an agenda item for working with a draft budget for the current year as well as review of the previous year's budget variance report.

Prior to the annual business meeting the reports and proposed budget will be made available to the membership. During the presentation of the proposed budget to the membership there should be the expectation of questions and changes proposed. The Treasurer and the Chair will be ready to answer questions from the floor of the annual business meeting concerning the financial report and budget. When discussion has concluded, the membership must act to approve the current year's budget.

FINANCIAL AUDIT

The financial records of the MOSAF will be reviewed at the conclusion of the fiscal year by a recognized outside auditor or in the absence of such a person, the Audit Committee (AC). This committee is charged with certifying the accuracy of the Treasurer's reports and inspecting the methods and completeness of the financial recordkeeping. The AC will report the results of the audit to the Chair and to the membership by providing an AC Report which will be included in the MOSAF Annual Report presented at the annual business meeting.

MEMBERSHIP

Every SAF member in good standing is entitled to membership in the state society in which the member has established domicile. The domicile of a member is 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. In this instance, notification in writing to the national office will permit the member to 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 that, as determined by the state society, are in good standing, shall be entitled to vote on any motion or proposal put before the state society. Other members may attend any meeting of the state society and take part in the discussions but have no vote. Members of the 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 the territory of another state society.

DUES

As outlined in the Bylaws, the annual dues shall be due upon receipt of the invoice. Except for student members who shall not be assessed, dues shall be collected by MOSAF concurrently with the collection of national dues and transmitted to the MOSAF Treasurer.

Members who have not paid National SAF or MOSAF dues by **March 1** shall be notified by MOSAF that they are not in good standing, and thus ineligible to vote, to receive MOSAF 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 state society from which the transfer is being made shall not be required to pay additional dues for the year of transfer and shall automatically become a member of the state society to which transferred for the remainder of the year.

New members admitted during the year shall pay dues for a full year beginning on the date of admission. No member shall be entitled to a return of fees or dues upon discontinuation of membership.

The Treasurer shall submit to each chapter the amount of dues received for each chapter member.

ELECTIONS

All nomination packages screened by the Nominating Committee shall be sent to the Chair and the current Secretary by **September 1st**. Nominations by the membership at large, if endorsed by at least 25 voting members and presented to the Secretary in writing by **September 1st**, will also be included on the ballot.

The election of officers occurs in **October**. Elections will be conducted electronically, if possible, and a provision will be made for those members who do not have internet access so they may vote. The ballots will be counted and results certified by the Tellers Committee by **December 1st** to the MOSAF Chair, the EC by **December 8th**, and all candidates for office.

The outcome of elections will be determined by a simple majority of those voting. Election results will be reported by MOSAF Chair to the national office no later than **December 8th** (except in the case of a tie). In the case of a tie, a run-off election will be held within one month. The membership will be informed of the results as soon as possible.

AFFILIATE RESPONSIBILITIES

As an affiliate of the SAF, and subject to laws and rules regarding our organization and its connection to National SAF, all volunteers and elected members of the EC of MOSAF are bound to understand the legal relationship of their unit and national and abide by guidance and rules as outlined by national staff and contractors to ensure a smooth, safe, and risk-reduced operation of the local unit business (**Appendix P**).

RECORD ARCHIVES

A record of the business of MOSAF and the MOSAF EC should be maintained for legal and corporate reasons. Budgets, minutes, election results, grants, and Newsletters should all be retained or archived for various and yet to be determined periods of time by the current MOSAF Secretary. Historical records related to MOSAF, its membership, and establishment should also be kept in perpetuity by the current MOSAF Historian. Upon the appointment of a new Historian, all MOSAF records will be transferred from the old Historian to the newly appointed one or moved to another location upon discussion by the EC.

DISTRICT REPRESENTATION TO SAF BOARD OF DIRECTORS

A District Representative (**Appendix Q**) is elected every 3 years to serve on the SAF Board of Directors. MOSAF EC and other leadership should be cognizant of the need to have nominees under consideration for the period when a new representative is needed. The District 9 Representative is typically an invited *ex-officio* member of the MOSAF EC.

In addition, each District nominates one Young Professional per year to serve on the Board of Directors. The SAF President selects from the District nominees to fill that position.

There is also a Student Executive Committee (SEC) made up of student representatives from each of the Districts. The SEC chair holds an *ex-officio* seat on the SAF Board of Directors.

G. MOSAF AWARDS

Any member of the Society of American Foresters, who is presently or formerly a member of the MOSAF, will be deemed eligible to be nominated and receive any of the following awards. This eligibility requirement does not apply to the Integrity in Conservation Award.

Any single award may be presented but once in 20 years to the same individual. However, the same person may be honored with different awards. For all awards, a complete nomination form must be received by the deadline (**Appendix I**).

KHARKAGNE AWARD

Purpose: The Karkhagne Award is presented to a forester for outstanding achievement in forestry and service to the forestry profession (generally spanning over a career). The Karkhagne—a mythical beast reported to roam Missouri's forests in the past century—is the subject of considerable folklore and legends about forestry in Missouri and symbolizes the importance of forests to all creatures. More information can be found with the Fellows & Awards Committee Chair or the MOSAF Historian.

Eligibility Criteria:

1. Nominee(s) must be a current Missouri resident and SAF member;
2. Active/retired professional forester with a bachelor, Master, or doctorate degree in Forestry (or closely related field);
3. Nominee(s) efforts in promoting particular programs or aspects of forestry, without concern for personal gain or advancement, such as forestry application, education, research, extension, professions, societies (including job-related endeavors beyond what is expected by the employer);
4. Nominee(s) influence on related organizations, laypeople, and communications media outside of employment toward the promotion of forestry;
5. Nominee(s) exhibit professionalism, exemplary effort, initiative, and leadership; and
6. Nominee(s) work or efforts must include multiple efforts over a long period (typically over a career).

Presentation: The Award will be presented annually by the MOSAF Chair, Awards Chair, or designee (e.g. nominator) in conjunction with a MOSAF Business Meeting, typically at the Missouri Natural Resources Conference (MNRC) Awards Ceremony. Written nominations may be submitted by any MOSAF member by **December 15th** for work completed in the current calendar year. The MOSAF Chair will coordinate with the MOSAF Awards Committee to review all nominations (**Appendix I**) and select an annual award recipient.

OUTSTANDING FORESTER AWARD

Purpose: To recognize significant contributions toward the advancement of forestry or forest management in Missouri in a calendar year. Consideration is given to far-reaching impacts or contributions that go beyond day-to-day

activities. This award recognizes exemplary on-the-ground management efforts, original thinking, innovation, and creativity in solving a problem with forest management implications.

Examples:

- The completion of a high number of landowner assists or management plans written;
- A high level of forest management completed on State, Federal or privately owned forest land;
- The completion of a significant document or program impacting forestry in Missouri;
- Development or completion of forestry outreach and/or education programs;
- Completion of a significant urban tree planting, tree care or tree management project; or
- Completion of a significant forestry research project.

Eligibility Criteria:

1. Nominee(s) must be a current Missouri resident and SAF member;
2. Active/retired professional forester with a bachelor, Master, or doctorate degree in Forestry (or closely related field);
3. Nominee(s) efforts in promoting particular programs or aspects of forestry, without concern for personal gain or advancement, such as forestry application, education, research, extension, professions, societies (including job-related endeavors beyond what is expected by the employer);
4. Nominee(s) influence on related organizations, laypeople, and communications media outside of employment toward the promotion of forestry;
5. Nominee(s) exhibit professionalism, exemplary effort, initiative, and leadership;
6. Nominee(s) work or efforts must be within a single year (or over a few years for large, collaborative efforts), but not for multiple efforts over a long period (better recognized with the Karkhagne Award, which is career-based); and
7. A complete, written nomination form (**Appendix I**) must be received by **December 15th**.

Presentation: The Award will be presented annually by the MOSAF Chair or designee in conjunction with a MOSAF Business Meeting, typically at the Missouri Natural Resources Conference (MNRC) Award Ceremony. Written nominations may be submitted by any MOSAF member by **December 15th** for work completed in the current calendar year. The MOSAF Chair will coordinate with the MOSAF Awards Committee to review all nominations (**Appendix I**) and select an annual award recipient.

H. MOSAF GRANTS & SCHOLARSHIPS

GRANTS

The MOSAF Grants Program will be managed by the Fellows & Awards Committee to fund approved projects developed for the following purposes:

- Educating the general public of Missouri about professional forestry; and
- Advancing the role of the profession in society by promoting the role of Missouri foresters in forest resource management.

Grant applications (**Appendix J**) submitted to the MOSAF EC will be evaluated based on how well the proposal meets the following criteria:

- Grants will be awarded for public information or educational projects aimed at enhancing the public understanding of professional forestry and the forestry profession.
- The project should have a focus on reaching out to the public and not be designed exclusively for the benefit of foresters and/or SAF members (e.g., not for technical sessions, student enclaves, or society meetings.)
- Projects should have a strong plan to attract media attention.
- The project must be primarily sponsored and organized by MOSAF members and MOSAF members should be involved.
- Projects should have a regional influence or a plan to disseminate the lessons learned to MOSAF members or other MOSAF units.
- Projects should leverage MOSAF funds through in-kind and/or out-of-pocket contributions. For leverage, items normally considered overhead and normal operating expenses will be allowed.
- Special consideration will be given to projects which are new for the MOSAF unit making the application, as opposed to a repetition of previous projects for which the unit has already received MOSAF grant funds.
- Requests will also be evaluated on the quality of the project with special attention paid to the goals and objectives of the project and the proposed timeline.
- Projects that are already completed are not eligible.

Amount: The amount of grant funds available is determined by the voting members of MOSAF and is set in the approved budget at the MOSAF annual business meeting. Partial funding of proposals may be offered.

Eligibility: All working groups, student chapters, and MOSAF subcommittees are eligible to apply. Creative and ambitious projects are encouraged. The MOSAF EC reserves the right to reject any and all grant requests.

Application Process: To help streamline the request process, the MOSAF Grant Request Form must be used (**Appendix J**). MOSAF and student chapter

proposals are submitted to the Fellows & Awards Committee Chair by **January 31st**. The Chair will provide an initial screening of the proposal and resolve any questions. Copies of the screened proposal will be forwarded to all voting members of the MOSAF EC for consideration.

Timeline:

MOSAF Grant applications will only be considered once per year and are due to the Fellows & Awards Committee Chair by **January 31st** annually for a review of completeness. Once passed through the review process, the completed applications will be forwarded to the MOSAF EC for consideration at the first regularly scheduled meeting of the Committee following the New Year. The MOSAF EC Chair will provide written notification of grant approvals within 2 weeks of the approval meeting. Grant receivers may request the full award within 4 weeks of grant approval by making a written request for disbursement to the MOSAF Treasurer.

Approved grants will be available for up to two full years to the limit of the approved amount. Grants will terminate after this time unless the MOSAF EC approves an extension of up to one additional year based on a written request justifying the need. Partial project completion will result in a repayment request for the unused portion of the original grant amount based on the project budget.

Reporting:

Annual written progress reports are required on the anniversary of the grant award. Failure to submit the report and to follow the submission timeline may result in termination of the grant.

A final written report detailing the costs and accomplishments and including an evaluation of the results of the project must be submitted to the Fellows & Awards Committee Chair upon completion. Reports may be brief and supporting exhibits are encouraged. The MOSAF EC determines the acceptability of the project results and of the report and if repayment of funds is necessary. Failure to submit required reports will influence the receipt of future awards.

SCHOLARSHIPS

The MOSAF offers an annual scholarship for a student majoring in natural resources with an emphasis in forestry or forest resources.

Amount: The amount of scholarship funds available is determined by the voting members of MOSAF and is set in the approved budget at the MOSAF annual Business Meeting.

Eligibility:

1. Applicant must be a student member of the Society of American Foresters.
2. Applicant must be enrolled as an undergraduate at a Missouri college or university majoring in a natural resource degree with an emphasis in forestry or forest resources.
3. Application and all supporting documents must be received by **January 31st**.
4. Preference will be given to individuals with a demonstrated financial need.

Application Process: To help streamline the request process, the MOSAF Grant Request Form must be used (**Appendix J**). MOSAF and student chapter proposals are submitted to the Fellows & Awards Committee Chair by **January 31st**. The Chair will provide an initial screening of the proposal and resolve any questions. Copies of the screened proposal will be forwarded to all voting members of the MOSAF EC for consideration.

Ed Stegner Scholarship: The Conservation Foundation of Missouri also offers a scholarship to provide major financial aid to encourage and assist students studying Fisheries, Forestry, Wildlife, Parks & Recreation, or Soil & Water Conservation. Please visit the Conservation Foundation of Missouri website for eligibility criteria and deadlines.

II. APPENDICES

APPENDIX A. MOSAF BYLAWS

MISSOURI SOCIETY OF AMERICAN FORESTERS
Bylaws
Revised August 24, 2023

**ARTICLE I
NAME AND ORGANIZATION**

- 1.1. Name. The MISSOURI SOCIETY OF AMERICAN FORESTERS (“*State Society*”) is a nonprofit corporation authorized to do business in Missouri, organized under the laws of Missouri, affiliated with the Society of American Foresters, a District of Columbia nonprofit organization that is tax exempt under Section 501(c)(3) of the Internal Revenue Code (“*SAF*”).
- 1.2. Nonprofit Organization. The State Society shall be a nonprofit corporation established and operated in accordance with the provisions of the Internal Revenue Code § 501(c)(3) and the regulations promulgated thereunder, and the Missouri Nonprofit Corporation Act (the “*Act*”). Its period of duration shall be perpetual unless dissolved in accordance with Article IX of these Bylaws.
- 1.3. Geographic Region. The geographic region of this State Society shall consist of Society Members who are residents of or whose primary professional work occurs within Missouri (the “*Geographic Region*”). The State Society is comprised of all the counties within the state of Missouri.

**ARTICLE II
PURPOSES**

- 2.1. Charitable Purposes. The objectives of State Society shall be the same as those of SAF. The purposes for which the State Society is organized are exclusively charitable within the meaning of 501(c)(3) of the Internal Revenue Code.
- 2.2. No Private Inurement. No part of the net earnings of the State Society shall inure to the benefit of, or be distributable to, its directors, 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 these Bylaws. No substantial part of the activities of the State Society shall be attempting to influence legislation, except to the extent permitted by law, and the State Society shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Bylaws, the State Society shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) and Section 509(a)(1), (2), or (3) of the Internal Revenue Code, or corresponding sections of any future federal tax code; or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III MEMBERS

3.1. Corporate Member. There shall be one member within the meaning of the Act. The sole member of the State Society shall be SAF. Notwithstanding anything in the Act, SAF shall only have voting rights as set forth in this Section 3.1 or elsewhere in these Bylaws. Without the prior approval of SAF, no Director (or any officer to whom the Director has delegated authority) shall have authority to cause the State Society to do any of the following:

- (a) Amend the Articles of Incorporation or these Bylaws;
- (b) Take any actions that jeopardize the 501(c)(3) tax exempt status of the State Society or could jeopardize the group reporting by SAF;
- (c) Engage in any transactions that would materially and negatively impact the “Society of American Foresters” or the “SAF” brand;
- (d) Expand the State Society’s operations into any other geographic region other than the Geographic Region;
- (e) Issue membership within the meaning of the Act to any other person;
- (f) Enter into joint venture or similar arrangement with any other forestry nonprofit or for-profit organization (other than customary joint efforts between forestry organizations);
- (g) Make any sale, transfer, lease or otherwise dispose of all or substantially all of the assets of the State Society in a single transaction or a series of related transactions, outside of the ordinary course of business;
- (h) Any merger involving the State Society; or
- (i) Dissolve the State Society.

3.2. Society Members. The State Society shall have members who are members of SAF located within the Geographic Region (the “**Society Members**”). Notwithstanding the State Society’s references to these other persons as members, they shall not be considered “members” for purposes of the Act, and only SAF shall be a “member” within the meaning of the Act. The State Society Board will set local membership dues.

ARTICLE IV BOARD OF DIRECTORS

4.1. General Powers. The governance of the State Society shall be vested in the Board of Directors (the “**Board**”) as further provided in these Bylaws. The business and affairs of the State Society shall be managed under the direction of the Board.

4.2. Number. The number of directors (“**Directors**”) constituting the Board shall be determined by the Board. The initial Board shall consist of officers serving the following roles: Chair, Chair-Elect, Immediate Past Chair, Secretary, and Treasurer.

- 4.3. Term. The Board shall determine the term of office for Directors. In the absence of a term, a Director shall serve until each such Director's successor shall have been duly appointed and qualified, or until each such Director's earlier removal, resignation, death, or incapacity.
- 4.4. Qualifications. Directors shall be Professional Society Members within the Geographic Region for the State Society.
- 4.5. Annual Meeting. The Board shall, at minimum, hold an annual meeting, at a date, time, and location mutually agreed upon by the Board.
- 4.6. Special Meetings. Meetings other than the annual meeting may be called by the Chair or a majority of the members of the Board.
- 4.7. Notice. Notice of the annual meeting or special meeting shall be given upon at least five days' notice to the Directors or such other longer time as may be required under the Act. Such notice shall state the purpose of the meeting and may be communicated in person, by telephone, by mail or private carrier, electronically, or any other lawful form of wired or wireless communication.
- 4.8. Voting. At any meeting or action taken without a meeting of the Board, each Director shall have one vote. In the event that there is a tie in any vote, the Chair shall have an additional vote in order to break the tie.
- 4.9. Quorum; Manner of Acting. A majority of the Directors then in office, present in person or by proxy, shall constitute a quorum for the transaction of business at any meeting of the Board, but if less than such a quorum is present at a meeting or by proxy, a majority of the Directors present, in person or by proxy, may adjourn the meeting without further notice. Once a quorum is declared to be present, the act of a majority of those Directors present and voting shall bind the State Society and constitute action of the Board, unless otherwise stated herein.
- 4.10. Participation by Telephone or Video Conference. Any one or more members of the Board or any committee thereof may participate in any meeting of the Board or such committee by means of telephone or video conference or similar communications equipment that allows all persons participating in the meeting to hear each other at the same time. Participation by such means shall qualify as attendance of a meeting for the purpose of determining a quorum and all other purposes.
- 4.11. Action Without a Meeting. Action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if the action is agreed to in writing by at least a majority of the members of the Board or any such committee, or such greater number of Directors if required by the Act.
- 4.12. Committees. The Board may establish and terminate committees. The Board shall specify the function of the committees and set the terms of the chair and members. The Chair may establish and terminate task forces to conduct short-term, defined work; shall specify the function of task forces; and shall appoint all committee and task force chairs.
- 4.13. Vacancies. Vacancies occurring on the Board, other than by expiration of term, shall be filled for the unexpired term by appointment by the Chair. A Director appointed to fill a vacancy shall hold office for the unexpired term of his or her predecessor or until a successor shall be elected or appointed.
- 4.14. Removal. Any Director may be removed for cause by majority vote of the Board, provided there is a quorum present at the meeting when such action is taken. Any Director may be removed without

cause by the unanimous vote of the Board, excluding the Director to be removed. Any Director may be removed by SAF for cause.

4.15. Resignation. Any Director may resign from office at any time and for any reason by delivering a resignation in writing to the Board, the acceptance of which shall not be necessary to make the resignation effective. Any resignation by a Director from his or her officer position shall be treated as a resignation as a Director.

4.16. Compensation. Directors shall serve without compensation but may be reimbursed for reasonable expenses incurred for or on behalf of the State Society.

ARTICLE V OFFICERS

5.1. General; Number; Qualification. The officers of the State Society shall be vested with authority to administer and implement duties, responsibilities, and directives in conformity with their respective offices in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws. The officers of the State Society shall be: (1) Chair; (2) Chair-Elect; (3) Immediate Past Chair; (4) Treasurer, and (5) Secretary. The offices of Secretary and Treasurer may be combined and filled by one person acting as Secretary-Treasurer. Officers shall be Professional Society Members in good standing. The term of the Chair, Chair-Elect, and Immediate Past Chair shall each be two years. There shall be no term for the Treasurer or the Secretary.

5.2. Resignation. Any officer may resign his or her office at any time by submitting a written letter of resignation to the Board, which shall be effective immediately without requiring acceptance by the State Society.

5.3. Removal. Any officer or agent may be removed from office at any time, with or without cause by the Board, whenever in its judgment it is in the best interests of the State Society.

5.4. Chair. The Chair shall serve as the chief executive officer and is responsible for providing leadership and direction through the Board. The Chair shall preside at meetings, serve as chair of the Board, appoint members of such committees as may be established by the Board, and perform all other duties incident to the office. The Chair shall succeed to this office from the office of Chair-Elect. If the Chair is absent or unable to serve, the Chair's duties shall be performed by the Chair-Elect. If the Chair resigns or is unable to serve, the Chair-Elect shall succeed as Chair to serve the remainder of the term, as well as serving the next term as Chair. If both the Chair and Chair-Elect resign or are unable to serve, the Board shall call a meeting of the Society Members to elect a new Chair and Chair-Elect.

5.5. Chair-Elect. The Chair-Elect shall be a Professional Society Member elected by the Society Members.

5.6. Immediate Past-Chair. The Immediate Past-Chair shall serve one term, having succeeded to that office from the office of Chair. In the event that the Immediate Past-Chair resigns, the seat shall remain vacant for the remainder of the term.

5.7. Secretary; Treasurer. The Secretary and Treasurer shall be appointed by the Chair at the beginning of the new Chair's term. The Secretary is responsible for keeping an accurate account of the proceedings of meetings of the Board and annual membership meeting and for authenticating the State Society's records. The Treasurer is responsible for monitoring and maintaining financial records and for receiving and disbursing funds.

**ARTICLE VI
ANNUAL SOCIETY MEMBER MEETING**

6.1. Annual Membership Meeting. The State Society shall hold an annual membership meeting of the Society Members on a date and at a place designated by the Board. The Board shall provide at least thirty days' notice of the meeting to the Society Members.

**ARTICLE VII
DIVISIONS AND CHAPTERS**

7.1. Divisions. The Board may create, reorganize, add, or rescind the authorization of a division within its Geographic Region ("**Divisions**"). Divisions shall comply with the State Society's Bylaws. The membership of Divisions may elect an executive committee which shall be governed by the State Society Bylaws, and which may in addition adopt policies and procedures that are consistent with the State Society Bylaws after approval by the Board.

7.2. Chapters. The State Society or Division executive committees (i) may authorize establishment of chapters within their respective Geographic Region and (ii) may rescind authorization. Chapters shall comply with the State Society's Bylaws. The State Society Board may authorize and rescind a student chapter.

**ARTICLE VIII
CONFLICT OF INTEREST**

8.1. A conflict-of-interest transaction is a transaction with the State Society in which a Director has a direct or indirect interest. The State Society has adopted and will periodically update a Conflict of Interest Policy, which shall be followed at all times when a Director has a direct or indirect interest in a transaction or a potential transaction.

**ARTICLE IX
DISSOLUTION**

9.1. The State Society may be dissolved and its business and affairs terminated upon a vote of a majority of the Directors in office at the time the dissolution is approved, at a meeting of which written notice mailed or emailed to each Director shall be given at least five days previously thereto (unless the Act requires a longer time period, in which case, the time period required under the Act), with such notice stating the purpose of the proposed meeting; *provided that* SAF must consent to the dissolution of the State Society as provided in Section 3.1. Upon adoption of a plan of dissolution and distribution of assets by the Board that is consistent with the Articles, consistent with state law, and approved by SAF, a Certificate of Dissolution shall be filed with the Secretary of State.

9.2. In the event of dissolution of the State Society and after all of its debts and expenses have been paid, or in the event it shall cease to carry out the objectives and purposes herein set forth, all assets of the State Society which may be legally distributed shall be distributed in conformity with these Bylaws and for the purposes set forth in the Articles. All remaining assets of the State Society shall be distributed to SAF.

**ARTICLE X
MISCELLANEOUS**

10.1. Fiscal Year. The fiscal year of the State Society shall begin on the first day of January and end on the last day of December of each year.

10.2. Books and Records. The State Society shall keep correct and complete books and records of its accounts; in addition, it shall keep minutes of the proceedings of its meetings and maintain a current record of the names and addresses of its Directors.

10.3. Indemnification. The State Society shall, to the fullest extent permitted by the Act, indemnify any and all individuals made a party to a proceeding because the individual is or was a Director or officer against liability incurred in the proceeding and shall pay for or reimburse the reasonable expenses by a Director or officer who is a party to such proceeding in advance of final disposition of the proceeding.

10.4. Amendments. Subject to approval of SAF, these Bylaws may be amended or repealed and new Bylaws may be adopted by a two-thirds vote of members voting.

10.5. Construction and Interpretation. Any male or female pronouns that appear in these Bylaws shall be understood to refer to person of either sex or other gender association. Unless otherwise expressly provided, the words “include,” “including,” and similar terms do not limit the preceding words or terms (and, accordingly, shall be read as if the phrase “without limitation” followed such words or terms).

Adopted by the Board this _____ day of _____, 2023.

APPENDIX B. SAF ANTITRUST POLICY

The following two statements regarding antitrust activities were adopted by the Council on April 30, 1980, in response to concerns expressed by some SAF members employed in the industrial sector. The *Statement of Policy of the Society of American Foresters Regarding Antitrust and Anticompetitive Activities* describes SAF's unqualified intention to observe antitrust laws; the *General Rules Regarding Compliance with Antitrust Laws* provide guidance on specific activities that should be avoided.

Both documents were prepared with the recognition that SAF's activities pose an extremely low risk for antitrust violations. SAF also recognizes that the forest industries bear responsibility to ensure that their employees are knowledgeable about antitrust constraints.

STATEMENT OF POLICY REGARDING ANTITRUST AND ANTICOMPETITIVE ACTIVITIES

The Society of American Foresters (SAF) is a professional and scientific organization whose purpose is to advance the science, technology, education, and practice of professional forestry in America. Its objective is to use the knowledge and skills of the profession to benefit society. SAF has no intention to, and may not, play any role in the competitive decisions of its members or their employees or employers, or in any way restrict competition among them.

Through its meetings, technical conferences, workshops, short courses, and other activities, SAF brings together representatives of the forestry profession in private and public employ. The purpose of these activities is principally educational, and there is no intent to restrain competition in any manner. The purpose of this statement is to make clear SAF's unequivocal support for the policy of competition served by antitrust laws, and its uncompromising intent to comply strictly in all respect with those laws.

SAF recognizes that severe penalties could be imposed upon the Society, its individual members, and their employers if involved in any violation of antitrust laws. These laws include the Sherman Antitrust Act, the Clayton Act, the Federal Trade Commission Act, and the Robinson-Patman Act.

It will be the responsibility of each SAF member to comply strictly with antitrust laws in all SAF activities. It will be the social responsibility of elected and appointed officers, committee, and working group chairs, and program chairs at all levels of SAF to ensure that this policy is known and adhered to in activities pursued under their leadership.

This *Statement of Policy and the General Rules* will be provided as guidance to SAF staff and all elected and appointed officers, committees, and working group chairs, and the program chairs at all levels of SAF. SAF will also seek legal advice when questions arise as to the manner in which antitrust laws may apply to its activities or any unit or subdivision thereof.

GENERAL RULES REGARDING COMPLIANCE WITH ANTITRUST LAWS

The following rules provide general guidance regarding compliance with antitrust laws. Specific questions regarding the application of these rules should be directed to the Executive Vice President of the Society of American Foresters:

1. No SAF activity or communication will include any discussion that might be construed as an agreement or understanding written or oral, formal, or informal, expressed, or implied, among competitors regarding prices or professional fees, terms or conditions of sale, distribution, timing, or volume of production, territories, or customers.
2. Neither SAF nor any of its subdivisions, committees, task forces, or working groups will undertake any activity which involves exchange or collection of information among competitors regarding prices, pricing methods, or costs of production, sales, or distribution without first seeking the advice of legal counsel provided by SAF.
3. No SAF activity or communication will include any discussion that might be construed as an attempt to prevent any person or business entity from gaining access to any market or customer for goods or services, or to prevent any business entity from obtaining a supply of goods or otherwise purchasing goods or services freely in the market.

4. No SAF activity or communication will include discussion which might be construed as an agreement or understanding, written or oral, formal, or informal, expressed, or implied, to limit or restrict the size of the profession through accreditation of schools or the discipline of members.
5. No SAF activity or communication will include discussion that might be construed as an agreement or understanding, written or oral, formal, or informal, expressed, or implied, to refrain from purchasing or selling any raw materials, equipment, services, or other supplies from any supplier, or to any customer.
6. No SAF activity or communication will involve discussion of costs, or any exchange of cost information, for the purpose or with the probable effort of: (a) increasing, maintaining, or stabilizing prices; or (b) reducing competition in the marketplace with respect to the range or quality of products or services offered.
7. Authors of convention and conference papers will be informed of the *Statement of Policy of the Society of American Foresters Regarding Antitrust and Anticompetitive Activities* and *General Rules Regarding Compliance with Antitrust Laws* and advised to comply therewith in the preparation and presentation of papers.
8. All members will comply with these *General Rules* and the *Statement of Policy* during informal discussion while going to or from and at the site of any SAF meeting, but beyond the control of its chair, as well as in formal SAF activities.

Script for Review Prior to Meetings and Events: This is a reminder that we will adhere to the Antitrust Policy during this meeting. There is to be no discussion of prices or anything that could be interpreted as working together to affect prices or the market in any way. If anyone feels like there is a discussion that may violate this policy, please bring that concern up to the Chair or other member of the MOSAF EC so that it may be addressed and the conversation redirected. A copy of the SAF Antitrust Policy is available on the SAF website.

APPENDIX C. SAF DIVERSITY AND INCLUSION POLICY

The Society of American Foresters is committed to diversity and inclusion in our leadership, membership, programs, and activities. SAF seeks to connect with those who value forests and their benefits, creating an abundance of dedicated professionals and volunteers eager and willing to advance the sustainable management of our forest resources. SAF strives to promote an environment designed to embrace our differences in which all community members are welcomed and valued. Successfully engaging people with diverse backgrounds and perspectives strengthens our communities, provides essential resources, and creates thriving forests. Broad participation by diverse people within our membership, the forestry community, partner organizations, landowners, and other stakeholders is essential to fulfilling our mission.

APPENDIX D. SAF ANTI-HARASSMENT POLICY

Preamble: In adopting this statement, the Society of American Foresters (SAF) establishes the rules for acceptable behavior of its membership. In doing so, unacceptable behaviors outlined in this statement are subject to the SAF Code of Ethics. Specifically, Principle 6: Professional and civic behavior must be based on honesty, fairness, good will, and respect for the law. We pledge to conduct ourselves in a civil and dignified manner; to respect the needs, contributions, and viewpoints of others; and to give due credit to others for their methods, ideas, or assistance. Members or Guests who have a reasonable belief that they or any other member or guest have been the victim of harassment, bullying, or discrimination, or any other violation of the rules herein, are encouraged and expected to report the conduct to the SAF Ethics Committee.

Statement:

The Society of American Foresters is committed to inclusion in our leadership, membership, programs, and activities. SAF strives to promote an environment designed to embrace our differences in which all community members are welcomed and valued. Successfully engaging people with diverse backgrounds and perspectives strengthens our communities, provides essential resources, and creates thriving forests. Broad participation by diverse people within our membership, the forestry community, partner organizations, landowners, and other stakeholders is essential to fulfilling our mission.

We all have a responsibility in creating the environment of our professional association. All forms of discrimination, harassment, and bullying are prohibited in any SAF activity. This applies to all participants in all settings and locations where SAF work and associated activities are conducted, including committee meetings, workshops, conferences, and other work and social functions where employees, volunteers, sponsors, vendors, or guests are present.

Discrimination is prejudicial treatment of individuals or groups of people based on their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Other types of harassment include any verbal or physical conduct directed at individuals or groups of people because of their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any

other characteristic protected by applicable laws, that creates an intimidating, hostile, or offensive environment.

Bullying is unwelcome, aggressive behavior involving the use of influence, threat, intimidation, ridicule, or coercion to dominate others in the professional environment. Bullying behavior may go beyond characteristics protected by applicable laws, including but not limited to, political views, dress, or other outward physical appearances.

If you believe someone has violated the Anti-Harassment Policy, please email ethics@safnet.org with the following information:

1. Your full name and contact information;
2. The full name of the person or persons involved; and
3. A brief description of the alleged violation (including relevant details such as date, location, the individual's employer, etc.).

APPENDIX E. SAF EVENT INSURANCE

Comprehensive General Liability pays those sums on behalf of the Chapter for third party Bodily Injury & Property Damage claims arising out of the Chapter's legal obligations to others regarding the premises and operations incidental to the conduct of your chapter.

Comprehensive General Liability (CGL):

General Aggregate (except Products & Completed Operations) Limit	\$2,000,000
Products & Completed Operations Aggregated Limit	\$2,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit, any one firm	\$300,000
Medical Expense Limit, any one person	\$10,000
Special events coverage included	\$1,000,000

Excess Umbrella Liability (form follows underlying CGL):

Aggregated Limit of Liability	\$5,000,000
Each Occurrence Limit of Liability	\$5,000,000
Self-Insured Retention (deductible)	\$10,000

SPECIAL EVENTS COVERAGE ENDORSEMENT

If your event includes any of the exposures listed below, you will need to contact Preferred Insurance to discuss insurance options as this is a list of excluded activities.

This insurance applies to "bodily injury," "property damage," and "personal and advertising injury" arising out of all of your special events with the exceptions:

- Parades sponsored by the Insured;
- Aircraft;
- Motorcycle runs and automobile rallies;
- Fireworks – exhibitors operated by the Insured;
- Firearms;
- Animals – other than house pets;
- Carnivals and fairs with mechanical rides sponsored by the Insured;
- Rock, Hip-Hop, or Rap concerts – with admission over 500 people;
- Events including contact sports;
- Rodeos sponsored by the Insured;
- Political Rallies;
- Any event lasting more than 5 days (including otherwise acceptable events);
- Any event with greater than 500 people at any one time (including otherwise acceptable events);
- Any event with liquor provided by the Insured if a license is required for such activity;
- Any activities by third party telemarketing, direct mail, or internet advertising firms; and
- No exclusions for field trips, assuming those field trips do not include any of the items listed above.

Notes:

- To keep the cost for Chapter Liability low, this policy is intended to cover the usual meetings, ceremonies, dinners & banquets, and special events sponsored by a chapter.
- Sometimes there is a fine line between an event included for coverage, event for which the carrier must charge an additional premium for coverage, and an event for which coverage cannot be provided. If you are in doubt about your event, just send an email or call (below).
- Disclaimer: This is a highlight sheet only and is not meant to interpret the policy. If there are any conflicts with this highlight sheet and policy language, policy language prevails.

If you are not certain about coverage, or need a certificate of insurance please contact:

Daniel O’Leary
Partner
Preferred Insurance Services, Inc.
Email: dan@preferins.com
Phone: (703) 667-5953

Cell: (703) 309-9938
Fax: (703) 359-5910
1602 Village Market BLVD SE, Suite 201
Leesburg VA 20175
www.preferins.com

APPENDIX F. TAX INFORMATION & REPORTING RESPONSIBILITIES

The MOSAF is responsible for collating and reporting to National SAF the status of assets and income/expenses to ensure compliance with IRS tax code requirements to ensure our non-profit status is maintained. MOSAF holds the Tax ID as the State Society and therefore all financial information must be reported to the MOSAF Treasurer for preparation of annual tax reporting and accounting review.

To meet these obligations, the MOSAF EC (acting through the Treasurer) is required to fill out IRS tax form 990 (Non-profit tax return) and annually submit the same information to the SAF National Office. To facilitate this information review and submission, it is the goal of the Treasurer to follow the schedule outlined below.

To facilitate timely completion of the IRS 990 form and reporting to National SAF, earnings, expenses, and other financial information for the reporting year should be submitted to the MOSAF Treasurer no later than February 1 of the following year.



APPENDIX G. NEWSLETTER ADVERTISING & SPONSORSHIP

Audience: The newsletter of Missouri Society of American Foresters (MOSAF) is the primary communication and reporting tool to MOSAF membership. It provides a unique opportunity to reach this informed and influential audience. The newsletter is sent by email to MOSAF membership at a minimum of twice a year in March and November. Additional issues may be sent if determined in the best interest of the MOSAF membership.

Guidelines: All advertisements and sponsorships accepted and approved for presentation in the MOSAF Newsletter must meet the Society of American Foresters (SAF) Core Values and MOSAF Objectives. Determinations of the following of SAF Core Values and MOSAF Objectives are at the discretion of the Newsletter Editor, Communications Chair, and/or MOSAF Chair.

SAF Core Values:

- Forests are a fundamental source of global health and human welfare;
- Forests must be sustained through simultaneously meeting environmental, economic, and community aspirations and needs;
- Foresters are dedicated to sound forest management and conservation; and
- Foresters serve landowners and society by providing sound knowledge and professional management skills.

MOSAF Objectives:

- To advance the science, education, technology, and practice of forestry;
- To enhance the competency of its members;
- To establish professional excellence;
- 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; and
- To provide an opportunity for better communication among the individual members, their regional representatives, and the Society.

Placement: Advertisements and Sponsorships will be placed on any page except the cover page (first page), at the discretion of the Newsletter Editor.

Submission Materials: Advertisements and Sponsorships should be in the form of text (which may be formatted by the Newsletter Editor) or as a high-resolution graphic (e.g., JPG, TIFF, or PNG) which may contain text (formatted by the Sponsor/Advertiser).

Pricing:

- Full Page - \$200
6.5 x 9 inches (graphic or text) with no internal margin*
- Half Page Horizontal - \$100
6.5 x 4.5 inches (graphic or text) with no internal margin*
- Half page Vertical - \$100
3.25 x 9 inches (graphic or text) with no internal margin*
- Quarter page - \$50
3.25 x 4.5 inches (graphic or text) with no internal margin*



*The standard page layout for the Newsletter is one-inch margins on all sides of the page.

Submission Process:

- Send advertising or sponsorship submissions with check payment to the current Newsletter Editor, as listed on the MOSAF website (mosaf.net). Make checks payable to "Missouri SAF" or "MOSAF."
- Submissions must arrive 30 days prior to the month of publication of the desired newsletter (i.e., by February 1st for March issue and by October 1st for November issue).

Submission Policy:

- Advertisements and Sponsorships are paid on a per issue basis. Payment may only be refunded if notice is given within 14 days of the first day of the issuing month.
- The MOSAF will not provide commission to advertising agencies or other third parties for submitting material. Advertisers and Sponsors should work directly with the MOSAF.



APPENDIX H. NEWSLETTER EVENT ANNOUNCEMENTS

Audience: The newsletter of Missouri Society of American Foresters (MOSAF) is the primary communication and reporting tool to MOSAF membership. It provides a unique opportunity to reach this informed and influential audience. The newsletter is sent by email to MOSAF membership at a minimum of twice a year in March and November. Additional issues may be sent if determined in the best interest of the MOSAF membership.

Guidelines: All events accepted and approved for presentation in the MOSAF Newsletter must meet the Society of American Foresters (SAF) Core Values and MOSAF Objectives. Determinations of the following of SAF Core Values and MOSAF Objectives are at the discretion of the Newsletter Editor, Communications Chair, and/or MOSAF Chair.

SAF Core Values:

- Forests are a fundamental source of global health and human welfare;
- Forests must be sustained through simultaneously meeting environmental, economic, and community aspirations and needs;
- Foresters are dedicated to sound forest management and conservation; and
- Foresters serve landowners and society by providing sound knowledge and professional management skills.

MOSAF Objectives:

- 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.
- To provide an opportunity for better communication among the individual members, their regional representatives, and the Society.

Submission: Event announcement material may be provided to any MOSAF member. The submission should be shared with the Communications Chair and/or Newsletter Editor for inclusion in newsletter, if appropriate and timely.

Retraction: Approved submissions may be withdrawn from the newsletter before publication, at any time for any reason. Usually, this will be due to either lack of space in publication, occurrence of the announced event, or canceling of the announced event.



APPENDIX I. MOSAF AWARD NOMINATION FORM

Check the box next to the award for which you are submitting a nomination:

- KHARKAGNE AWARD:** Presented to...
- OUTSTANDING FORESTER AWARD:** Presented to...

Nominator:

Name: _____

Job Title: _____

Affiliation: _____

Address: _____

Phone: _____

Email: _____

Nominee:

Name: _____

Job Title: _____

Affiliation: _____

Address: _____

Phone: _____

Email: _____

Submit a complete Nomination Package including:

1. **MOSAF AWARD NOMINATION FORM** (this form)
2. **NOMINATION LETTER** – The Nominator’s description of how the nominee meets the award criteria found in the MOSAF Operations Manual on the MOSAF website. Please limit to a maximum of two pages.
3. **BIOGRAPHICAL SKETCH** – A biographical sketch of the Nominee’s education and professional experience. Please limit to a maximum of one page.

Email entire package to current Fellows & Awards Committee Chair by the deadline **December 15th**. Insufficient and incomplete nomination packages will be rejected.



APPENDIX J. MOSAF GRANT REQUEST FORM

To apply for a grant, you complete and submit this form to the Fellows & Awards Committee Chair by **January 31st**.

1. Requesting Organization:

2. Project Coordinator:

Name: _____

Job Title: _____

Affiliation: _____

Address: _____

Phone: _____

Email: _____

3. Project Title:

4. Expected Date of Completion:

5. Project Description (who, what, and why):

6. Methods & Timeline (how and when): e.g., specific tasks, due dates, milestones, etc.

7. Goals, Objectives, and Intended Results:

8. Statement of How the Project Meets the Purposes of the MOSAF Grant:

Purpose 1: Better educate the general public of Missouri about forestry.

Purpose 2: Advance the role of the profession in society by promoting the role of foresters in forest resource management.

9. Target Audience of the Project:

10. Media Plan for the Project:

11. How the Project will Involve MOSAF Members:

12. Budget Items:

- (1) Direct support requested from MOSAF;
- (2) Direct support requested from other sources; and
- (3) Indirect support requested (if any)

13. On behalf of the requesting organization listed above, I agree to submit the required annual and final reports and follow the timeline in this application, or else reimburse the grant funds to MOSAF. Upon completion of the project, to reimburse MOSAF for any unused funds. For partially completed projects, to reimburse the unused portion of funds based on the original budget.

Project Coordinator Signature: _____

14. Certification (by the MOSAF Chair):

I certify that this proposal has been approved by the Executive Committee.

MOSAF Chair Signature: _____

Submitted to the MOSAF Chair by _____ on _____.



APPENDIX K. MOSAF SCHOLARSHIP APPLICATION

To apply for the scholarship, you must complete and submit this form (along with the required attachments) to the Fellows & Awards Committee Chair by **January 31st**.

Background: The Missouri Society of American Foresters is making available a scholarship, to be awarded each year, to a student majoring in natural resources with an emphasis in forestry or forest resources.

Eligibility:

1. Applicant must be a student member of the Society of American Foresters.
2. Applicant must be enrolled as an undergraduate at a Missouri college or university majoring in a natural resource degree with an emphasis in forestry or forest resources.

*Preference will be given to individuals with a demonstrated financial need.

Name: _____
 First Middle Last

Perm. Address: _____
 Street/Apt. City State Zip

Campus Address: _____
 Street/Apt./Dorm City State Zip

Phone: _____ Email: _____
 (xxx) xxx-xxxx

College Level: Freshman Sophomore Junior Senior

College/University: _____

Degree Sought & Major: _____

Anticipated Graduation Date: _____ Cumulative GPA _____

Please Attach:

- Official copy of your current transcript(s) issued by your school(s).
- Attach an explanation of how this scholarship will assist with your education. List any other scholarships you are currently receiving. If financial need should be considered, briefly explain the related circumstances.
- Attach a resume including your work background, professional society memberships, and memberships in other organizations.



APPENDIX L. MOSAF EXECUTIVE COMMITTEE NOMINATION FORM

To be considered for a MOSAF EC position, complete and submit this form (as well as the other items listed below) to the current **Nominations Committee Chair** by **September 15th**.

BIOGRAPHICAL INFORMATION OF NOMINEE (TO ACCOMPANY BALLOT):

Name: _____

Job Title: _____

Affiliation: _____

Address: _____

Phone: _____

Email: _____

MOSAF Position of Interest: _____

The candidate information may include:

- 1) Campaign Statement (200-word limit)
- 2) SAF or MOSAF Involvement/Activities
- 3) Professional Accomplishments
- 4) Community Activities

The format will also allow a picture of the candidate, if desired.

Insufficient and incomplete nomination packages will be rejected, with allowance of a resubmission prior to the deadline.



APPENDIX M. MOSAF MEMBERSHIP REPORT

As of Date:

CURRENT						
S	G	F	T	R	A	Total

FORMER*						
S	G	F	T	R	A	Total

*Former Members include expired/lapsed members

Member Categories:

S - Student

G - Golden

F - Full (including Silver, Gold, and Platinum)

T - Transitional

R - Retired

A - Affiliate

MOSAF Membership data may also be acquired by reaching out to the appropriate National SAF staff.



APPENDIX N. MOSAF POLICY DOCUMENTS & POSITION STATEMENTS

The following is a list of MOSAF Policy Documents which can be found on the MOSAF website. These include the:

- 1) MOSAF Operations Manual – **Does not expire but may be updated.**
- 2) Communication Plan for the MOSAF (2014) – **Expired 2019**
- 3) MOSAF Strategic Plan (2009-2014) – **Expired 2014**

The following is a list of MOSAF Position Statements which can be found on the MOSAF website. All MOSAF Position Statements have an automatic 5-year sunset provision, whereby the document will expire 5 years from the date of approval, unless the statement is updated or republished per the MOSAF EC. Policy documents may be updated or republished as often as desired. These include the:

- 1) HJR27 Position Statement (2015) – **Expired 2020**
- 2) HB833 Position Statement (2015) – **Expired 2020**
- 3) SB337 Position Statement (2015) – **Expired 2020**
- 4) HB763 Position Statement (2015) – **Expired 2020**
- 5) Woody Biomass Position Statement (2011) – **Expired 2016**



APPENDIX O. MOSAF TRAVEL REIMBURSEMENT REQUEST FORM

This form is for use by approved MOSAF members to submit expenses for reimbursement expenses incurred related to approved travel to the National Conference and other membership-approved business travel. The MOSAF Treasurer will make the final determination on the appropriateness of the request and reimbursement must be approved by the membership.

Name:

Date:

Date	From	To	Event Name	Total Miles	Cost per Mile (ex. \$0.50)	Other Expenses	Total Expenses
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
Total Requested for Reimbursement:							\$

Mailing Address for Reimbursement Check:

APPENDIX P. DISTRICT REPRESENTATIVE DESCRIPTION

Background: District 9 presently includes the states of Missouri, Illinois, Indiana, Ohio, Kentucky, Tennessee, Arkansas, Oklahoma, Kansas, and Nebraska. Some of these states are partnered to form combination Societies.

Responsibilities and Time Commitment:

- Normal District Representative responsibilities may occupy about 1-2 hours per week, but an additional 2-4 hours per month to prepare for board meetings (including quarterly updates to the Board of Directors (BOD) on activities in your district, and quarterly reports to district units and State Societies about SAF BOD activities);
- All BOD members are also assigned to a committee, and that will entail additional work depending on the committee;
- Meetings: There are normally three in-person meetings (April, August, and December) that require you to travel to DC for a weekend. Board meetings usually run over the course of 2-2.5 days. All meetings include a Board Book distributed ahead of time, which requires 1-2 hours to read prior to the meeting. There are also another 2-3 shorter (~2 hour) conference call meetings between the in-person meetings;
- Attendance at National Convention is encouraged but not required;
- Advocate for the District if there is an issue; and
- Serving SAF by providing oversight at the National level.

Travel Reimbursement:

Travel costs for in-person Board meetings is covered by National SAF. Usually, a hotel is provided where all board members stay, as well as get reimbursed for all food, public transportation, and other travel expenses (including mileage for personal vehicle use).

National SAF also covers your convention registration, but you must pay for your own travel and lodging costs.

Summary of Responsibilities:

- To help ensure the National SAF remains on task and focused on things important to SAF members overall.
- Interfacing and providing guidance to local unit ECs is not a required role but may occur.
- Attendance at meetings and reporting on SAF-wide updates is expected.



APPENDIX Q. EXECUTIVE COMMITTEE MEETING AGENDA

Date:

Time:

Location:

1. Welcome and Introductions (Chair):
 - a) Call to Order
 - b) Introduction of the MOSAF EC (if new members are present)
 - c) Recognition of Members and Friends who have passed (if applicable)
 - d) Other Business and Announcements
2. Secretary Report (Secretary):
 - a) **Minutes from last Business Meeting**
3. Financial Report (Treasurer):
 - a) **Summary of previous financial standing**
 - b) **Presentation of current financial standing**
 - c) **Presentation of proposed Budget (if applicable)**
4. Committee & Appointee Reports (Chairs or Appointees):
 - a) Audit Committee
 - b) Communications Committee
 - c) Education Committee
 - d) Fellows & Awards Committee
 - e) Long Range Planning Committee
 - f) Membership Committee
 - g) Nominating Committee
 - h) Policy-Legislative Committee
 - i) Program Committee
 - j) Special Funds Committee
 - k) Tellers Committee
5. Other Reports (if applicable):
 - a) MNRC Steering Committee Chair
 - b) Program (current Chair Elect)
 - c) Student Chapter(s)
6. Old Business

7. New Business

8. Partner News (if applicable):

- a) USFS – Mark Twain
- b) USFS – Northern Research Station
- c) Natural Resources Conservation Service (NRCS)
- d) University of Missouri (MU)
- e) Missouri State University (MSU)
- f) Missouri Department of Conservation (MDC)
- g) Missouri Consulting Foresters Association (MCFA)
- h) Missouri Forest Products Association (MFPA)
- i) L-A-D Foundation/Pioneer Forest
- j) MOSAF – Student Chapter(s)
- k) Utility Forestry

9. **Motion to Adjourn** (Chair)

***Bold items require approval of the membership**



APPENDIX R. ANNUAL BUSINESS MEETING AGENDA

Date:

Time:

Location:

1. Welcome and Introductions (Chair):
 - a) Call to Order
 - b) Introduction of the MOSAF EC (if incoming members are present)
2. Secretary Report (Secretary):
 - a) Minutes from last Business Meeting
3. Financial Report (Treasurer):
 - a) Summary of previous financial standing
 - b) Presentation of current financial standing
 - c) Presentation of proposed Budget (if applicable)
4. Committee & Appointee Reports (if desired):
 - a) Fellows & Awards Committee
 - b) Forest Science Coordinator
 - c) Membership Committee
 - d) Long Range Planning Committee
 - e) Policy-Legislative Committee
5. Current Business
 - a) House of Delegates Report
 - b) Winter Meeting Update
6. Next Meeting – (Time TBD)

Example Topics:

- Acting on Grants & Scholarships deemed complete
- Drafting a Budget
- Appointing Committee Chairs to Committees (as needed)
- Finalizing a Proposed Budget
- Close-out Reporting
- EC Nominations
- Finalizing Candidates
- Grant & Scholarship Updates
- Inviting Incoming Elected Members
- Discussing Position Vacancies