

BYLAWS

Article 1: Name

1. The name of the Association shall be the Association of Consulting Foresters of America, Inc.
2. The official membership emblem of the Association shall be the letters ACF, on a green triangular shield. The design of this emblem may be changed by action of the Executive Committee.
3. Affiliate Members may use the Affiliate Member logo provided on the ACF website.

Article 2: Objectives

1. Objectives of the Association shall be in keeping with the objectives stated in the Constitution.
2. The Executive Committee may refer policy issues to an ad hoc committee for study and recommendations to the Executive Committee.

Article 3: Membership

1. In addition to membership requirements of the Association of Consulting Foresters of America, Inc.'s Constitution, the Executive Committee may promulgate policies and procedures in accordance with the Bylaws in the following sections.
2. In the event a regional non-affiliated consulting forester group elects to convert to an ACF Chapter, retired members in the regional group may apply for Retired Member or Candidate Member status in ACF.
3. Full Members, Retired Members, and Lifetime Members may vote, hold national office and use the ACF or ACF Consultant designation. Affiliate Members may use the ACF-AM or ACF Affiliate designation.
4. Full Members, Retired Members, Lifetime Members, Affiliate Members, Members-Inactive, Candidates for Member, and Associate Members must abide by the ACF Constitution, Bylaws, and Code of Ethics at all times in conduct of professional and client relationships.
5. Full Members and Affiliate Members must meet the Continuing Education requirements set by the Executive Committee.
6. Dues and fees established by the Executive Committee must be paid to maintain membership in the Association.
7. A Member who no longer meets membership requirements will be asked to resign. If the member fails to resign, his membership will be revoked. A Member who is convicted of a

felony or who admits to the commission of a felony will have his or her membership revoked.

8. Members-Inactive who re-qualify for full membership are required to apply for reinstatement to Full Member status. Prior to reinstatement, the applicant must meet all current Continuing Education requirements and pay the additional prorated Full Member dues for the current year.

Article 4: Officers, Directors, and Executive Committee

1. Officers of the Association shall be a President, President Elect, Immediate Past President, Secretary, and Treasurer.
2. There shall be four Directors elected for staggered three-year terms.
3. Each Director shall represent a separate Region as specified by the Executive Committee.
4. As provided for in Article 7 of the Constitution, when the number of Affiliate Members exceeds ten percent of the Association's total membership, the Executive Committee shall elect an Affiliate Member for the Committee. The Affiliate Member will be nominated and elected according to the following procedure:
 - a. Region Directors will obtain from each Chapter in their Region not more than one Affiliate Member nominee to the Committee. In consultation with the Region Chapter Chairmen, Region Directors will select one nominee to submit to the Executive Committee.
 - b. Region Directors will submit to the Executive Committee their nominees no later than 30 days prior to the ACF Annual Business Meeting.
 - c. Each nomination must include a one page biography and qualifications brief.
 - d. The Executive Committee will vote by secret ballot to elect one nominee for the Affiliate Member position on the Committee. The elected Affiliate Member must receive a simple majority of the Executive Committee votes.
 - e. If no nominee receives a majority of the votes, the nominees with the two highest vote totals will be submitted to the Executive Committee for another vote.
 - f. The outcome of the vote will be announced during the ACF Annual Business Meeting at which time the Affiliate Member will be seated on the Executive Committee and the three-year term will commence.

Article 5: Dues and Fees

1. Dues and application fees as well as policies and procedures concerning payment of dues and fees shall be established by the Executive Committee.
2. Upon written notification to the national office of active military service, annual dues will be waived during the period of active duty.

Article 6: Meetings

1. Responsibility for the national conference shall rest with the Executive Committee. The Committee may delegate this responsibility.
2. The Executive Committee may select regional sites for the location of the annual meeting.
3. All meetings of the Association shall adhere to the following agenda:
 - a) Call to Order
 - b) Anti-Trust Statement
 - c) Reading of the Minutes
 - d) Communications
 - e) Committee Reports
 - f) Unfinished Business
 - g) New Business
 - h) Adjournment
4. A quorum at the annual business meeting of the Association shall be those members present and voting. A quorum of the Executive Committee shall be five members, one of whom shall be an Officer.
5. All meetings shall be conducted according to the latest published edition of Robert's Rules of Order, and the ACF Antitrust Policy, except that such additional rules may be established that are not in conflict with these Rules and policy.

Article 7: Voting

1. There shall be one vote for each Full Member, Retired Member, and Lifetime Member.
2. Any election or question other than an amendment to the Constitution or Code of Ethics shall be determined by a simple majority of the membership responding to a request for a vote unless provided for elsewhere in the Bylaws.
3. Voting in elections shall be by secret ballot sent to the membership no later than thirty days prior to the election date which will be prior to the annual meeting.
4. Officers shall be elected by the membership as a whole. The Secretary and Treasurer are appointed annually by the Executive Committee. Directors shall be elected by the members within their respective Regions.
5. Electronic voting methods are acceptable.

Article 8: Policy Statements, Position Statements and Administrative Procedures

1. Identity Statements include the Mission Statement, Vision Statement, Core Values, and Values Statements and provide meaningful guidance for the Association's strategic direction, government relations, activities, and programs. They shall supplement the Association's Constitution and Bylaws and shall serve as directives to the Officers and Directors in conducting the affairs and communicating the official statement of the

Association. Identity Statements shall be reviewed and approved by the Executive Committee every two years.

2. Amendments to Identity Statements or new Identity Statements may be approved at any time by the Executive Committee. If a petition of at least ten percent of Full Members proposes in writing to the Executive Committee in amended or new Identity Statements, these amended or new Identity Statements shall then be submitted to the Membership for adoption or rejection. Upon receipt of the affirmative vote of sixty percent of the membership responding, the Identity Statement shall be declared adopted.
3. A Position Statement may be adopted for a period not to exceed one year by approval by a majority of the Executive Committee. Position Statements must be consistent with the Association's Constitution, Policies, Bylaws, and all current policy and Position Statements. Executive Committee members may approve Position Statements by written ballot.
4. Administrative Procedures are those specific directives given to the ACF staff by a majority of the entire Executive Committee in a regular or special meeting or by mail or electronic ballot and shall be in accord with the Constitution, Bylaws, and Policies of the Association. Administrative Procedures shall supplement the Constitution and Bylaws and shall serve as "operating directives" in conducting the affairs of the Association.

Article 9: Chapters

1. The Executive Committee may authorize the establishment of Chapters of the Association where there is evidence of viable interest.
2. The Executive Committee may at its discretion withdraw authorization of any Chapter.
3. Chapters shall be governed by the Constitution and Bylaws of the Association of Consulting Foresters of America, Inc. They may promulgate additional rules necessary to their distinctive circumstances which do not conflict with rules, policies, and procedures of the Association with the exception that a Chapter may set its own rules regarding Affiliate Member voting and office holding.
4. If necessary or expedient for a Chapter to file a Constitution and Bylaws with their State or States, such Chapter Constitution and Bylaws shall not conflict with the Constitution and Bylaws of the Association of Consulting Foresters of America, Inc. with the exception that a Chapter's Constitution and Bylaws may permit Affiliate Member voting and office holding.
5. A Chapter shall have the right to release through its Officers or duly authorized spokesman expressions of opinion, views, statements, or other public pronouncements on matters of interest to and affecting the welfare of the members of the Chapter and the public. Said public pronouncements shall not directly, indirectly, or by implication conflict with the Association's Constitution, Policies, Bylaws, Policy Statements, or Position Statements. Copies of all such public statements shall be furnished to the Executive Committee at the time they are issued.

6. The Association will not assume any responsibility for, nor will it necessarily support the action of any Chapter unless such action shall have first received the approval of the Executive Committee.
7. The Association will not assume any liability for debts incurred by or the expenditure of any Chapter.

Article 10: Ethics

1. A breach of ethics charge may be made against any member by the following method:
 - a. All complaints must be made in writing and submitted to the Executive Committee. The Complaint must include the notarized signature of the complainant.
 1. Complaints by clients require only the signature of the complainant.
 2. Complaints by foresters or others require the signature of the complainant and two ACF members who concur with the complaint.
 - b. Within ten (10) days of receiving the complaint, the Executive Committee will forward a copy of the complaint and all evidence to the Ethics Committee Chairman and will send a copy via US Postal Service certified mail return receipt to the member. At the discretion of the Ethics Committee the name of the complainant(s) may be withheld upon request of those complainant(s) who wish to remain anonymous. The member respondent will have thirty (30) days from receipt of the complaint to respond with a written defense. Respondent will send his response to the Ethics Committee Chairman.
 - c. A copy of the member respondent response shall be forwarded to the complainant(s) via US Postal Service certified mail return receipt. Complainant(s) shall have ten (10) days from receipt of respondent's response to submit a written reply. Complainant(s) will send his (their) reply to the Ethics Committee Chairman.
 - d. The Ethics Committee shall act to dismiss or pursue an investigation of the complaint within thirty (30) days of receipt of complainants' written reply and shall so notify the complainant(s) and respondent via US Postal Service certified mail return receipt.
 - e. The Ethics Committee investigates the complaint, it shall complete its investigation and report within sixty (60) days of notifying the respondent and complainant(s) of its intent to investigate the complaint, or shall send notice to complainant and respondent of its need for additional time and the reason(s) why. Upon completion of its investigation the Committee shall send its report and recommendation to the Executive Committee via US Postal Service certified mail.
2. Executive Committee Actions:
 - a. At a time of its choosing but no later than its next regular meeting, the Executive Committee shall review all properly presented charges and may act on the evidence as submitted or may appoint up to three members to further investigate the complaint and report findings to the Executive Committee. If the Executive Committee appoints another investigation committee it shall notify the respondent and complainant(s) via US Postal Service certified mail return receipt.
 - b. On finding just cause the Executive Committee may discipline a member up to and including removal from membership. Discipline may be made public by publishing action of the Executive Committee to the membership in the ACF Newsletter.
3. Disciplinary action and investigation procedures need not stop due to any action regarding membership status of the individual charged.

Article 11: Amendments

Amendments to the Bylaws may be made by five affirmative votes of the Executive Committee present at any duly called meeting.

Article 12: Indemnification

Each Executive Committee member, Officer, Director, Executive Director, employee, their heirs, executors and administrators shall be indemnified by the Association against any cost and expenses, including counsel fees incurred in connection with any civil, criminal, administrative or other claims to which that person might be made a party by reason of being a member of the Executive Committee, Officer, Director, or employee of the Association, provided that individual is not adjudged derelict in the performance of assigned duties and that person acted in good faith in what that person considered to be the best interest of the Association with no reasonable cause to believe the action was illegal.

Adopted June 28, 1987

Amended June 15, 1990

Amended June 1, 1993

Amended February 1, 1995

Amended July 7, 1996

Amended February 9, 2002

Amended February 8, 2010

Amended February 8, 2013

Amended January 17, 2015

Amended February 9, 2017

Amended February 16, 2019

Amended January 18, 2020

Amended February 18, 2023

Amended June 10, 2023