

# ACF Constitution



Adopted June 28, 1987  
Amended June 15, 1990  
Amended June 01, 1993  
Amended February 01, 1995  
Amended July 7, 1996  
Amended June 29, 2002  
Amended April 23, 2012  
Amended October 25, 2016

## **ARTICLE 1: NAME AND DESIGNATION**

1. The name of the Association shall be the Association of Consulting Foresters of America, Inc.
2. ACF or ACF Consultant may be used to designate the organization or an individual Full Member, Retired Member, or Lifetime Member.
3. ACF-AM or ACF Affiliate may be used to designate an individual Affiliate Member.

## **ARTICLE 2: OBJECTIVES**

The objectives of the Association shall be:

1. To enhance the natural resources of our clients with the application of proven scientific methods in our professional forestry practices.
2. To raise the professional standards and work of ACF Consultants and consulting forestry.
3. To develop and expand the services of ACF Consultants to the public.
4. To further public recognition of the ACF, ACF Consultants, and enhance the public's perception of forestry and forestry activities.
5. To serve as a forum for the exchange of information.

### **ARTICLE 3: ACTIVITIES LIMITED TO EXEMPT PURPOSES**

No part of the net earnings of the Association shall inure to the benefit of, or be distributed to, its members, Trustees, Officers, or other private persons, except that the Association shall be authorized and empowered to pay, through its Executive Committee, reasonable compensation for service rendered and to make payments and distributions in furtherance of the objectives set forth in Article 2.

### **ARTICLE 4: MEMBERSHIP**

1. Membership classifications shall be limited to Full Member, Retired Member, Lifetime Member, Affiliate Member, Member Inactive, Candidate for Member, and Associate Member.
2. A Full Member shall be a Professional Consulting Forester whose principal business activity is providing forestry consulting services on a fee or contract basis.
3. A Retired Member shall be a former Full Member who derives his principal income from retirement or disability payments.
4. A Lifetime Member shall be a Retired Member who was a Full Member for at least 15 years and who makes a one time dues payment.
5. A Member-Inactive shall be a former Full Member who, because of changes in his employment, no longer qualifies for full membership, but wishes to maintain his relationship with the Association and its members. A Member-Inactive may not vote, hold office or use the ACF logo or ACF designation.
6. The principal business activity of an Affiliate Member shall be providing forestry consulting services on a fee or contract basis. Affiliate Members may not vote. Use of the ACF logo shall be set in the Bylaws by the Executive Committee.
7. A Candidate for Member shall be a Professional Consulting Forester or a provider of technical forestry consulting services and whose principal business activity is providing forestry consulting services or technical forestry consulting services on a fee or contract basis and who has not met the Full Member requirements or Affiliate Member requirements as set by the Executive Committee. A Candidate for Member may not vote, hold office, or use the ACF logo or ACF designation.
8. An Associate Member shall be a student engaged in obtaining a professional forestry education or a recent graduate who does not yet have the required practical forestry experience to apply for Candidate for Member status. Associate Members may not vote, hold office or use the ACF logo or ACF designation.
9. Standards for a Full Member are:
  - a. graduation from a forestry or natural resource degree-granting program recognized by the Executive Committee
  - b. five years of practical forestry experience, management, or special forestry classification
  - c. not less than one year or more than three years as a Candidate for Member

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- d. no undisclosed economic interests or associations with any entity wherein a conflict of interest may exist in representing clients.
  - e. business ownership or employment status as
    - (1) an owner, partner or stockholder in a forestry consulting firm, or
    - (2) an employee of a consulting firm that has one or more of its owners as an ACF Member, or
    - (3) practice in a firm enrolled in an ACF-approved practice monitoring program.
10. Standards for an Affiliate Member are:
- a. graduation from a forestry or natural resource two-year associate degree-granting program recognized by the Executive Committee
  - b. five years of practical forestry experience, management, or special forestry classification
  - c. not less than one year nor more than three years as a Candidate for Member
  - d. no undisclosed economic interests or associations with any entity wherein a conflict of interest may exist in representing clients.
  - e. business ownership or employment status as
    - (1) an owner, partner or stockholder in a forestry consulting firm, or
    - (2) an employee of a consulting firm that has one or more of its owners as an ACF Member, or
    - (3) practice in a firm enrolled in an ACF-approved practice monitoring program.
11. The Executive Committee shall have the ability to recognize and accept Full, Affiliate, or Candidates for Member with the following educational credits:
- a. Full or Candidate for Member who have earned either undergraduate or postgraduate degrees in forestry or related fields. The degree(s) must provide, by the determination of the Executive Committee, a sufficient education and practical experience to allow the prospective members to serve the interests of their clients.
  - b. Affiliate or Candidate for Member who have earned a two-year associate degree in forestry or related fields. The degree must provide, by the determination of the Executive Committee, a sufficient education and practical experience to allow the prospective members to serve the interests of their clients.
12. By a unanimous vote on an individual case basis, the Executive Committee may waive any membership requirement except any requirements as set forth in Section 9d and 10d. The Executive Committee shall inform the membership at the Annual ACF Business meeting as to the number and type of waivers that have been granted during the previous year.
13. Procedures and additional requirements for membership shall be set in the Bylaws by the Executive Committee in compliance with the preceding Sections.

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**ARTICLE 5: OFFICERS**

1. Officers of the Association shall be a President, President Elect, Immediate Past President, Secretary, and Treasurer.
2. An Officer shall be a Full Member or a Retired Member in good standing of the Association.
3. The Secretary and Treasurer shall be appointed annually by the Executive Committee.
4. The President shall preside at all meetings of the Association and shall have all the duties and privileges normally reserved for the office of the Presidency.
5. In the absence or inability of the President to serve, the President Elect shall succeed to the respective duties. Further vacancies in the Presidency, for any reason, shall be filled by the Executive Committee, from its own membership. Such appointment shall be pro tempore, and the individual shall serve until the next regular election of Officers.
6. Officers shall serve for a two year period and their terms shall begin at the conclusion of the appropriate annual business meeting of the Association.

**ARTICLE 6: DIRECTORS**

1. A Director shall be a Full Member or a Retired Member in good standing of the Association.
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.

**ARTICLE 7: EXECUTIVE COMMITTEE**

1. The Executive Committee shall be the Officers and Directors of the Association.
2. The Executive Committee shall be responsible for the business of the Association and shall have the control of all funds.
3. The Executive Committee shall appoint an Executive Director.
4. The Executive Director shall have no vote on the Executive Committee.
5. At the Executive Committee's first meeting following the year in which the number of Affiliate Members exceeds ten percent of the Association's total membership, the Executive Committee shall create a position on the Committee for an Affiliate Member. At the following Annual Business Meeting the Committee will fill that position.
6. The Affiliate Member on the Executive Committee shall serve a three-year term.
7. Procedures for selecting an Affiliate Member for the Committee shall be set in the Bylaws by the Executive Committee.
8. If the number of Affiliate Members decreases to less than ten percent of the Association's total membership, the Executive Committee shall not fill the position

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when it becomes vacant until the number of Affiliate Members again exceeds ten percent of the Association's total membership.

9. Vacancies in any position other than that of President shall be filled by appointment by the Executive Committee. Such appointees shall hold office until the next regular election of Officers.

### **ARTICLE 8: EXECUTIVE DIRECTOR**

1. The Executive Director shall serve at the pleasure of the Executive Committee.
2. The Executive Director shall be responsible for the implementation of the business activities of the Association and such other activities as directed by the Executive Committee and the President.
3. The Executive Director shall serve as a non-voting Officer of the Association.

### **ARTICLE 9: DUES**

The Executive Committee shall set the dues.

### **ARTICLE 10: MEETINGS**

1. There shall be at least one annual business meeting of the Association.
2. Meetings of the Executive Committee shall be at the call of the President or at least three other members of the Executive Committee.
3. Meetings shall be conducted according to rules of order established by the Bylaws.

### **ARTICLE 11: COMMITTEES**

1. Committees, as necessary, may be created by the Executive Committee in accordance with the Bylaws.
2. The President, unless otherwise directed by the Bylaws, shall appoint all committees and committee chairmen.
3. Membership on all committees, unless otherwise directed by the Bylaws, shall be contemporaneous with the Presidency.
4. The Executive Committee shall establish a written charter for all committees and shall establish a termination date for all committees.

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**ARTICLE 12: ETHICS**

1. The Association, through vote of the membership shall establish a Code of Ethics. Any change in the Code of Ethics shall require affirmative vote of sixty percent of those voting in a national referendum.
2. The Executive Committee shall establish and set forth in the Bylaws procedures for review of alleged violations of the Code of Ethics by a member. The accused member shall be informed of the charges against him, the contents of the charges, and the identity of those making the charges; and be afforded an opportunity to be heard.

**ARTICLE 13: AMENDMENTS**

1. Amendments to the Constitution may be proposed to the membership by the Executive Committee or by a written petition of twenty percent of the voting membership, presented to the Executive Committee.
2. Amendments to the Constitution shall be approved upon the affirmative vote of sixty percent of those voting in a national referendum.