

Rhode Island Tree Farm Program By-Laws

Article I - Names

- A. The name of the organization shall be the Rhode Island Tree Farm Program (hereinafter called the "Tree Farm Program"), established in 1949
- B. The program is administered by the Rhode Island Tree Farm Committee (hereinafter called the "Committee")
- C. The "Tree Farm Program" is a state committee that is sponsored and administered by the American Tree Farm System, a program of the American Forest Foundation (hereinafter called "ATFS")

Article II - Objectives

- A. Vision: Sustaining forests, watersheds, and healthy habitats through the power of stewardship of private lands
- B. Mission: To promote the growing of renewable forest resources on private lands while protecting environmental benefits and increasing public understanding of all benefits of forest conservation and sustainable forestry
- C. The purpose of the "Tree Farm Program" is to recognize the commitment of private family forest landowners in Rhode Island the United States who are committed to excellence in forest stewardship and share a unique commitment to protect wildlife habitat and watersheds, to conserve soil and to provide recreation for their communities while producing forest products for America Today.
- D. The "Tree Farm Program", with it's "Committee", is organized as one of forty-six state Tree Farm Committees that support the "ATFS" program

Article III - Partners

- A. The local "Sponsors" to the "Committee" support its objectives and activities, and are interested in the sustainable development and management of Rhode Island's forest resources
- B. "Sponsors" represent Rhode Island's a major non-profit forest conservation organization, Rhode Island's State Forestry Agency, and Rhode Island's largest municipal water supply system
- C. "Sponsors" are Rhode Island Forest Conservators Organization (RIFCO), Rhode Island Division of Forest Environment (RIDFE), and Providence Water (ProvWater)

Article IV - Officers

A. Officers

1. "Committee" officers shall consist of a Chair, Vice-Chair, Secretary, and Treasurer
2. The "Tree Farm Program" shall also have a Program Administrator, who shall serve as a member of the "Committee"
3. The "Committee" includes officers, representation from active Tree Farmers, representatives from "Sponsors", the Project Learning Tree State Coordinator, the Rhode Island Natural Resources Conservation Service (NRCS) office, as well as representation from the Rhode Island Chapter Society of American Foresters and consulting foresters
4. The "Committee" shall act as the "Tree Farm Program" Board of Directors
5. The "Committee" appoints an "Executive Committee" comprising the chair, chair-elect, secretary, treasurer, program administrator, and representatives from the "Sponsors". The "Executive Committee" is responsible for guiding the program and authorizing interim expenditures of Tree Farm funds as necessary

B. Duties of Officers

1. Chair shall be responsible for guiding the activities of the "Tree Farm Program", shall preside at all "Committee" and "Executive Committee" meetings, facilitate discussion and implementation of the "Committee" annual work plan, oversees "Committee" progress, dispute resolution, advocacy efforts, and financial accountability
2. Vice-Chair shall assist the Chair, shall serve as Chair in the Chair's absence, and act as the "Committee" re-inspection Chair
3. Secretary shall keep and distribute the minutes of the "Committee" and "Executive Committee" meetings, maintain the roster of "Committee" members
4. Treasurer shall be responsible for the fiscal affairs of the "Tree Farm Program" including maintaining financial records, preparing financial reports, including yearly Tree Farm financial statements that include required annual reporting to ATFS, and ensuring timely payment of invoices and other expenses

C. Term of Office

1. The term of office is two (2) years for all officers, with terms commencing in even numbered years
2. The Chair-elect, Vice-Chair-elect, Secretary-elect, and Treasurer-elect succeed the current officers at the first regular "Committee" meeting in even numbered years, normally held in January

3. After the succession takes place, elections are held during that calendar year to elect new officers for the next term

Article V - Program Administration

- A. The "Committee" shall appoint a Program Administrator
- B. The Program Administrator shall handle or assign tasks such as Tree Farmer and database management, mailing lists, 004 Form filing and management, field information request from Tree Farmers and volunteers, ordering of materials, logo items, and signs, and filing reports as required by "ATFS"
- C. As required and appropriate, the "Committee" shall appoint positions such as Training Coordinator, Outreach, Education & Advocacy Coordinator, and Grants Coordinator
- D. The American Forest Foundation assumes responsibility for national publicity about the Tree Farm program
- E. The "Committee", with assistance from its Sponsors, shall be responsible for local publicity of Rhode Island's Tree Farm Program

Article VI - Meetings

- A. The "Committee" shall meet at least two (2) times per year, and shall normally meet three (3) times per year
- B. "Committee" meetings can be "face-to-face", or conference calls
- C. "Face-to face" meetings will be called by the Chair at a date, time, and location agreed upon, and scheduled at the previous meeting
- D. Meeting agendas and minutes shall be prepared and distributed in advance by the Secretary
- E. "Committee" meetings are utilized to discuss Tree Farm policy, use of funds, general administrative matters, developing incentives for inspecting foresters, discussing and outlining action to be taken, or for any other purpose which will utilize the full capabilities of the committee members in promoting private forest management.
- F. The "Executive Committee" will meet as required, with meetings scheduled and called by the Chair
- G. "Executive Committee" meetings will allow more in-depth discussion on topics such as administrative or financial matters, grants, planning special events, with pertinent information being conveyed to the "Committee" by the Chair

Article VII - Amendments

- A. These By-laws may be amended at any "Committee" meeting by either
 1. Two-thirds of the "Committee" membership present and voting, provided that such amendments have been provided to

- “Committee” members at least fifteen (15) days before the meeting,
or
2. Two thirds of the “Committee” membership voting by mail or e-mail

Article VIII - Limitations

- A. The “Committee” shall in no case obligate the “Tree Farm Program” financially beyond the available funds in the “Committee” treasury
- B. These By-laws shall not conflict with administration policies or procedures of ATFS or the American Forest Foundation, the parent organization

Article IX - Termination of Committee

- A. Should the “Committee” and the Tree Farm Program” cease to exist for any reason, any financial interests and other assets of record shall be surrendered to the American Forest Foundation, American Tree Farm System
- B. Contact information for American Forest Foundation, American Tree Farm System:

American Tree Farm System
c/o American Forest Foundation
1111 Nineteenth Street, NW, Suite 780
Washington, DC 20036
Telephone: (202) 463-2462

Adopted on May 26, 2011