

**BYLAWS**  
**of the**  
**Pacific Northwest Forest Service Association**

**A. NAME AND PLACE OF BUSINESS**

1. **Name.** The name of this association shall be the Pacific Northwest Forest Service Association, Inc., informally known as the PNWFSA or Old Smokeys. This organization was previously known as the Pacific Northwest Forest Service 30 Year Club.
2. **Principal Address.** Permanent headquarters shall be Portland Oregon. Address: Lesley Kelly, 1243 NE Market Drive, Fairview, OR 97024

**B. DUTIES OF OFFICERS**

**All officers serve a minimum of two years except the Presidential categories which serve as specified below.**

1. **President.** The duties of the President shall be that of Executive Officer. The Executive Officer shall have general supervision over the affairs of the Association, call meetings and preside over meetings and functions of the Association. All correspondence shall be handled in the President's name except as may otherwise be directed. The President is elected to a three-year term of service: one year as President-elect, one year as President and one year as Past President. The power to execute contracts legally binding the association resides in the office of the President, who has general delegation authority.
2. **President-Elect.** The President-Elect, in the absence of the President, will perform the duties of the President and such other duties as may be assigned by the President.
3. **Past President.** Provides continuity to the Association's business and serves as counsel to the President. May accept other duties at the request of the President.
4. **Secretary.** Will perform normal corresponding secretarial duties keep minutes of regular meetings when the Recording Secretary is absent, open all mail, record and deposit all monies received, verify addresses and other member information, report changes of addresses, process applications for membership, acknowledge new members, disperse information to the President, Treasurer, Archivist, etc.
5. **Recording Secretary.** Will keep minutes of regular meetings and distribute such minutes to Board.
6. **Treasurer.** Will manage the association's finances and investments, with timely review by the Board. Prepares routine reports, an annual budget, and an annual review financial report.

## **PNWFSA Bylaws** (Cont'd)

7. **Database Manager.** Will manage the data base, keep pertinent up-to-date information on membership. Prepare current mailing lists, e-mail address book and prepares an annual membership directory.
8. **Newsletter Editorial Board Chair (EBC).** Will be responsible for managing, publishing and mailing the newsletter. This includes business dealings with any contracted services for the newsletter. An Editorial Board, whose members are appointed by the EBC, will oversee the activities of the newsletter, including the work of any contractor hired to write and produce the newsletter.
9. **Program Managers.** Will be selected by the President under the advisement of the Board. The Program Managers will be voting members of the Board during the term of their appointment. Some examples of Program Managers are: Banquet Chair and Picnic Chair.
10. **Membership Chair.** Will recruit new members who are eligible to join. Appoint Area Representatives that will fulfill duties listed under section 19. (Area Representatives). Communicate on a regular basis with Area Representatives.
11. **E-mail Editor.** Will be responsible for managing PNWFSA e-mail programs, including eNotes, eMemorials and other email communications with the membership.
12. **Website Manager.** Will design and manage the Old Smokey website on the Internet. This includes the posting of Old Smokey newsletters, photos, forms, PNWFSA history and administration, bulletin board, voting site, useful links, and other pertinent association news and events. The manager will regularly update the website.
13. **Archivist:** Will maintain a record of deceased members and relay that information to the Newsletter EBC and E-mail Editor. Will maintain the file of 'Quarterly Newsletters', the Membership Directory and any other material related to PNWFSA history as deemed appropriate.
14. **NAFSR Representative:** Represents PNWFSA as member of the NAFSR Board of Directors, provide communications between the two organizations and bring to the attention of both organizations policy and political issues concerning the Forest Service and natural resource management activities in the United States.
15. **PNWFSA/FS Cooperating Agreement Liaison:** Represents PNWFSA in creating/amending the cooperative agreement between the two organizations.
16. **History Museum Representative:** Represents PNWFSA on the Forest Service History Museum Board of Directors and participates in the board meeting of the museum.

## **PNWFSA Bylaws (Cont'd)**

17. **Grant Committee Chairperson:** Appointed by the Board to oversee a Grant Committee that issues annual grants to volunteer organizations who propose projects benefitting the Forest Service. Chairperson will appoint committee members as they see fit.

18. **Scholarship Committee Chairperson:** Appointed by the Board to administer PNWFSA's scholarship program. All Forest Service employees and their immediate family are eligible to receive scholarships awarded by PNWFSA.

19. **Area Representatives:** Area Representatives will be appointed by the Membership Chair to represent PNWFSA in local areas based upon National Forest locations. Their function is to recruit new members and keep local members apprised of current events regarding PNWFSA.

## **C. ELECTION OF OFFICERS**

In November of each year the Board will agree on a slate of candidates for any board vacancies and present these to the membership in the Winter Newsletter. A majority of the votes cast by the membership shall determine the successful candidate for each office. The new officers will assume office at the Annual Meeting. The Board may fill vacancies, as needed, occurring in elective offices for the remainder of their term.

## **D. BOARD MEETINGS**

The Board must meet at least quarterly to conduct Association business and may meet more frequently at the pleasure of the President. Five Board members will constitute a quorum to conduct Association business.

## **E. GENERAL MEMBERSHIP MEETINGS**

The Association will normally meet the last Friday of each month.

## **F. ANNUAL MEMBERSHIP MEETING**

The Board must hold at least one membership business meeting annually for conducting Association business, installation of officers, and to provide members an opportunity to discuss Association activities. The meeting time and place will be scheduled and published in the Association's newsletter.

## **G. FISCAL YEAR**

The Fiscal Year is the Calendar Year

## **PNWFSA Bylaws** (Cont'd)

### **H. DUES**

#### **1. Establishment**

Dues will be established or changed by recommendations of the Board and put before a vote of the membership. A majority of the votes cast by the membership is required for passage.

#### **2. Rates (Annual & Lifetime)**

Current dues are \$20.00 annually. Current Lifetime dues are \$250.00. Dues may be paid annually or by a one-time Lifetime membership payment. Annual dues are to be paid at the beginning of each calendar year. Dues for more than one year can be paid at one time. A Lifetime membership covers both the member and surviving spouse.

#### **3. Golden Membership**

Members or the surviving spouse who are 90 or more years of age and in good standing shall be granted a complimentary Golden Lifetime membership.

#### **4. Reinstatement and Removal of Members:**

**4a. Procedure:** Annual dues are officially due on January 1 for the coming year. There will be a gratis period from January 1st to March 31. After April 1, if payment is not received, the member will be placed in "Inactive" or "Lapsed" status. A former member may become active again after the payment of the current year's dues.

**4b. Definition:** Inactive or Lapsed status' means that the member no longer has any privileges of membership: newsletter, directory, e-notes, voting privileges, special events etc. The member's basic data remains in Association records. No attempt will be made to update addresses, etc., until reinstated.

#### **5. New Members**

New applicants receive a complimentary membership. Those that submit their application sometime during Oct 1st thru Dec 31st can maintain their complimentary membership through the end of the following calendar year. Those that submit it during Jan 1st through Sep 30th, receive the complimentary membership through the end of the current calendar year.

**PNWFSA Bylaws** (Cont'd)

**I. APPLICATION OF BYLAWS**

1. **Governance:** The Association shall be governed by these bylaws. The bylaws shall not be in conflict with any federal laws or with the laws of the state in which the corporation is incorporated.
2. **Amendment Procedure:** These bylaws may be amended, or new bylaws adopted at any regular Board meeting or at any special meeting called for that purpose provided that written notice of each proposed amendment or the proposed amendment or the proposed new bylaw shall have been given to each voting member at least thirty (30) days prior to the date of any such meeting or at the previous regular meeting. All official board members may vote (i.e. Officers listed from 1-18 on pages 1-3).
  - 2a. **Process:** The Board will amend bylaws of this Association and will give notice in the newsletter.
3. **Effective Date:** When adopted by the Association, the bylaws shall become effective at once and remain in full force and effect until changed.

**J. Removal of an Officer:**

1. By at least a 2/3 majority of board members, an officer (1-18 on list of officers) may be removed for cause.

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**Constitution and bylaws first adopted at Portland, Oregon, May 10, 1945. Subsequent constitution and bylaws amended July 1948, 1955, 1989, 1991, 1993, 2001, 2008, and 2019.**

**CONSTITUTION AND BYLAWS AMENDED February 29, 2024**

*Cindy Miner*  
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**Cindy Miner, President**

*Dawn Heutte*  
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**Dawn Heutte, Secretary**