

**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 PNWFS Association or OldSmokeys. This organization was previously known as the Pacific Northwest Forest Service 30 Year Club.

**2. Principal Address.** Permanent headquarters shall be Portland Oregon.  
Address: P. O. Box 5583, Portland, Oregon 97228-5583.

**B. DUTIES OF OFFICERS**

**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, Editor, etc. The Secretary is appointed by the Board for a minimum of two years.

**5. Recording Secretary.** Will keep minutes of regular meetings and distribute such minutes to Board. The Recording Secretary is appointed by the Board for a minimum of two years.

**6. Treasurer.** Will manage the association's finances and investments, with timely review by the Board. Prepares routine reports and an annual review financial report. The Treasurer is appointed by the Board for a minimum of two years.

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

**7. Database Manager.** Will manage the data base, keep pertinent up-to-date information on membership. Prepares current mailing lists, e-mail address book and prepares an annual membership directory. The Database Manager is appointed by the Board for a minimum of two years.

**8. Newsletter Editor.** Will be responsible for managing, publishing and mailing the quarterly newsletter. This includes business dealings with any contracted services for the newsletter. The Editor is appointed by the Board for a minimum of two years.

**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, Picnic Chair, Tour, Book Chair.

**10. Membership Chair.** Recruit retirees to recruit new members who are eligible to join. Appoint Area Representatives that will fulfill duties to outfit. Communicate on a regular basis with Area Representatives.

**11. E-mail Editor.** Will be responsible for managing PNWFSA e-mail programs, including Old Smokey eNotes, OldSmokey eForum, and other e-mail communications with the membership. This includes posting of specific and timely member information, news and events as they are provided by the board and membership. It also includes posting Forest Service electronic newsletters and other pertinent FS news and events. The E-mail Editor is appointed by the Board for a minimum of two years.

**12. Website Manager.** Will design and manage the Old Smokey website on the Internet. This includes the posting of OldSmokey 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. The Website Manager is appointed by the Board for a minimum of two years.

**13. Archivist:** Will maintain a record of deceased members and relay that information to the Newsletter Editor 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. The Archivist is appointed by the Board for a minimum of two years.

**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, National Forests and natural resource management activities in the United States. When significant issues come to the attention of NAFSR and require its formal voting action consult with the PNWFSA for association views before casting a vote. The person filling the position of NAFSR representative serves at the pleasure of the Board.

**15. PNWFSA/FS Cooperating Agreement Liaison:** Represents PNWFSA in creating/amending the cooperative agreement between the two organizations.

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

### **C. ELECTION OF OFFICERS**

In November of each year the Board will agree on a slate of candidates 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 occurring in elective offices for the remainder of the 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

### **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 (Regular & 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.

**PNWFSA Bylaws (Cont'd)**

**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.**

**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 Status'.

**4b Definition:** 'Inactive 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.

**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.

**2a. Process:** The Board will amend bylaws of this Association and will publish them in the next edition of 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.

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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**

**CONSTITUTION AND BYLAWS AMENDED August 24, 2001.  
BYLAWS Amended October 31, 2008**

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JOHN NESBITT, President

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B EV PRATT, Secretary