

**Bylaws and Constitution  
Of the  
Wisconsin Consulting Foresters, Inc.**

**ARTICLE 1: NAME AND DESIGNATION**

1. The name of the association shall be the Wisconsin Consulting Foresters, Inc., hereafter called "Association."
2. The official membership acronym shall be the letters WCF. An emblem or logo using these letters may be designed by the Executive Committee and changed over time by the action of the Executive Committee.

**ARTICLE 2: OBJECTIVES**

The objectives of the Wisconsin Consulting Foresters organization shall be:

1. To raise the professional standards and work performance of WCF members and all other consulting foresters.
2. To promote and practice sustainable forestry principles on all lands managed by WCF members.
3. To promote, develop and expand the services and recognition of WCF members to the public.
4. To serve as a forum for the exchange of information among WCF members and other resource professionals.
5. To serve on selected committees, task forces, or other forums to cooperate and collaborate on forestry-related issues of concern to WCF members.

**ARTICLE 3: ASSOCIATION STATUS AND EXEMPT PURPOSES**

1. The Wisconsin Consulting Foresters, Inc. (WCF) is a non-profit organization and designated as a 501 c (6).
2. No part of the net earnings of the Association shall enure to the benefit of, or be distributed to, its members or officers. The Association shall be authorized and empowered to pay, through its Executive Committee, reasonable compensation or payment for services rendered that further the objectives set forth under Article 2.

**ARTICLE 4: MEMBERSHIP**

1. Membership classifications shall be limited to Member, Candidate Member, Apprentice Member, and Retired Member.
2. Standards and procedures for membership shall be developed and presented to the full membership by the Executive Committee in accordance with the following sections.
3. All Members and Candidate Members shall be professional foresters whose primary income and principal activity is providing forestry consulting services on a fee or contract

basis. Members and Candidate Members must be an owner, partner, stockholder, or employee in a forestry consulting firm.

4. All Members and Candidate Members shall have a minimum of a Bachelor of Science (4-Year) forestry degree from an SAF accredited college or university and at least two (2) years of practical forestry management experience. Apprentice Members must meet the same educational requirements as the other membership categories, but lack the two (2) years of practical forestry management experience.
5. Candidate Members may become full Members after one year and before three years upon successfully meeting requirements set forth by the Executive Committee and outlined in the application for membership
6. Apprentice Members may become full Members after completing two years of practical forestry management experience and successfully meeting requirements set forth by the Executive Committee and outlined in the application for membership.
7. Retired Members are those who maintained a full Member status for at least 5 years and no longer derive principle earned income from forestry consulting services due to “retirement” or a willing substantial decrease in providing consulting service, but wish to remain active in policy decisions and bring a vast knowledge base to the Association.
8. No Member, Candidate Member, Apprentice Member or Retired Member shall participate in any procurement activity or be associated with or have an economic interest in any wood-using or procurement entity wherein a personal conflict of interest may exist in serving the public.
9. Members, Candidate Members, Apprentice Members and Retired Members must abide by the WCF Bylaws and Code of Ethics at all times in conduct of professional and client relationships.
10. Members and Candidate Members must meet minimum insurance requirements and policy levels as set forth by the Executive Committee.
11. Membership shall terminate if membership requirements are no longer met or upon a felony conviction.
12. Fees and/or dues established by the Executive committee must be paid in order to maintain membership.
13. Only full WCF Members or Retired Members may use any logo developed by the association.
14. Members, Candidate Members shall be required to complete certain continuing education requirements as set forth by the Executive Committee.
15. Additional requirements and procedures for membership may be developed by the Executive Committee and amended to the membership application by a simple majority vote by the membership.
16. Members and Candidate Members shall be required to secure access to all lands for the WCF appointed mediator or resolution board, when a dispute complaint or grievance arises.
17. Members and Candidate Members must comply with minimum standards for written documents as set forth by the Executive Committee and approved by the general membership.

## **ARTICLE 5: DUES AND FEES**

Dues and/or fees, as well as policies concerning payment of dues and fees, shall be established by the Executive Committee.

## **ARTICLE 6: OFFICERS AND EXECUTIVE COMMITTEE**

1. An officer shall be a Full Member or Retired Member in good standing of the Association.
2. There shall be a minimum of three and a maximum of four officers of the Association. Officers of the Association shall be Chairman, Vice-Chairman, Secretary/Treasurer, and, if available, Immediate Past Chairman. These officers shall serve as the Executive Committee.
3. The Chairman shall preside at all meetings of the Association and shall have all duties and privileges normally reserved for the office of the Chairman.
4. In the absence or inability of the Chairman to serve, the Vice-Chairman shall succeed to the respective duties. Further vacancies among the officers shall be filled at the next association meeting by the membership.
5. Officers shall serve a two-year term and will be elected in even numbered years.
6. The Executive Committee shall be responsible for the business of the Association and shall have control over all funds.

## **ARTICLE 7: MEETINGS AND VOTING**

1. The Association shall conduct at least one business meeting annually. Association meetings are the responsibility of the Executive Committee.
2. The Executive Committee may meet more often as required by the Chairman.
3. Meetings of the Association shall follow the minimum agenda items shown below. Additional heading may be added as deemed necessary.
  - a. Welcome & Call to Order
  - b. Antitrust Statement
  - c. Reading of Previous Minutes
  - d. Treasurer's Report
  - e. Old or Unfinished Business
  - f. New Business
  - g. Adjournment
4. A quorum at the Association meetings shall constitute those members present and voting.
5. All meetings shall be conducted according to the latest edition of Robert's rule of Order.
6. Except for election to Membership, there shall be one vote for each Member, Candidate Member and Retired Member.
7. Voting for Candidate Members and Apprentice Members to Member status shall be by Members and Retired Members only.
8. Any election or issue, other than an amendment to the Bylaws or Code of Ethics, shall be determined by a simple majority vote of those members present at an association meeting.
9. Voting in elections shall be by a paper ballot of those members present at the annual Association meeting.

10. Amendments to the Bylaws or Code of Ethics shall require a 2/3 (67%) majority vote by the membership. Voting on proposed amendments to the Bylaws and Code of Ethics shall be done by secret ballot cast at a meeting, mailed, or E-mailed to the membership.

#### **ARTICLE 8: ETHICS**

1. The members of the Association shall establish a written Code of Ethics and procedures for review and resolution of an alleged violation of the Code of Ethics by a member.
2. Any amendments to the Code of Ethics shall require a 2/3 (67%) majority vote by the membership.
3. In the event of a disagreement, complaint, or grievance brought by a Member, Candidate Member, Retired Member or an outside source, the Dispute Resolution Process shall be followed. The Dispute Resolution Process shall be adopted by the Executive Committee and approved by the general membership.

#### **ARTICLE 9: POLICY AND POSITION STATEMENTS**

1. Policy and position statements are those motions or resolutions that express the attitude or wishes of Association members concerning legislation, forestry programs, or other pertinent issues or activities of the Association. Policy and position statements shall supplement the Bylaws and shall serve as directives to the officers in conducting the affairs and expressing the official stand or opinion of the Association.
2. Policy or position statements may be proposed at any time by a member and submitted in writing to the Executive Committee. The Executive Committee shall review the proposed policy or position statement and decide whether it should be submitted to the membership for a vote by written or electronically submitted ballot. Upon receiving a 2/3 (67%) affirmative vote of those responding, the policy or position statement shall be adopted for a period not to exceed two (2) years.
3. Policy or position statements must be in accord with all currently existing policies and Bylaws of the Association.

#### **ARTICLE 10: AMENDMENTS TO BYLAWS AND CODE OF ETHICS**

Proposed amendments to the Bylaws or Code of Ethics may be proposed at any time by a member and submitted in writing to the Executive Committee. The Executive Committee shall review the proposed changes and decide whether or not to submit the proposed changes to the membership for a vote by written ballot. Amendments to the Bylaws or Code of Ethics shall require a 2/3 (67%) majority vote by the membership (see Article 7.10).

Revised March 2015

FEES:

<i>Member Status</i>	<i>Fees</i>
Full Member	\$100.00/year
Candidate Member	\$100.00/year
Retired Member	\$50.00/year
Apprentice Member	\$75.00/year

CONTINUING EDUCATION REQUIREMENTS

<i>Member Status</i>	<i>Continuing Ed. Credits</i>
Full Member	15 hours/year
Candidate Member	15 hours/year
Retired Member	15 hours/year
Apprentice Member	15 hours/year

Continuing education credits will be based on the number of hours spent at training. Any credit that will qualify for SAF, CF, or DNR Cooperating Forester Program will be accepted. In addition, members representing WCF on Committees may claim 5 CEC credits for the year. Other sources of training may be allowed upon approval by the Executive Committee. Credits will be reported each year when dues are paid.

INSURANCE REQUIREMENTS

<i>Member Status</i>	<i>Liability Coverage</i>	<i>E &amp; O Coverage</i>
Full Member	\$1,000,000 Aggregate	\$1,000,000 Aggregate
Candidate Member	\$1,000,000 Aggregate	\$1,000,000 Aggregate
Retired Member	Not Required	Not Required
Apprentice Member	\$1,000,000 Aggregate	\$1,000,000 Aggregate

WCF Members and Candidate Members will be required to carry either a liability policy **OR** an E & O policy in the amounts listed above. Members and Candidate Members must maintain coverages appropriate for the services and levels they typically provide. Proof of insurance will be required upon application to join WCF as a Candidate Member or Full Member and at any time upon request by the Executive Committee.