



Constitution of the Northcentral Forest Pest Workshop

Final: Approved October 4, 2006

Introduction

The organizational meeting for the Central International Forest Insect and Disease Conference (CIFIDC) was held in 1951. In 1984, the name of the group was changed to the Northcentral Forest Pest Workshop (NCFPW). Since its inception, CIFIDC/NCFPW has operated on an “ad hoc” basis, without formalized organizational structure. Protocol has been established by tradition, and procedures have shifted over time. Prior to 2006, there were no guiding documents. One of the highly held values of this group is the informal structure of the workshop, both in workshop content and organization. The group desires to maintain this feeling of a participatory workshop, but also to provide for more stable and fiscally sound operations. The Articles below and attached By-laws can be considered to constitute the “organizing documents” for the Northcentral Forest Pest Workshop.

Article 1. Name

The name of this organization shall be the Northcentral Forest Pest Workshop, also referred to as NCFPW.

Article 2. Purpose

This organization is formed exclusively for scientific, educational, and charitable purposes, specifically to hold periodic meetings and use other appropriate means in order to:

- exchange information on forest pests and related matters,

- promote education, research and extension activities in forest entomology and forest pathology, and
- sustain and improve the health of forests throughout the Northcentral region of North America.

The purpose and activities of the NCFPW shall be limited to those allowed by the USA Federal IRS code, Section 501 (c) 3.

Article 3. Membership

Participation is open primarily to individuals with an interest in forest entomology and pathology or related endeavors in the Northcentral region of North America. These include but are not limited to: research, survey, management, teaching or extension activities pertaining to tree diseases or insect pests, forest health, or deterioration of forest products.

The Northcentral Region is generally defined as: Manitoba and Ontario in Canada; and Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin in the USA. Individual members from additional states and provinces are welcome.

Article 4. Governance and Officers

The NCFPW governance will consist of the “ORGANIZING COMMITTEE”, which will be responsible for organizing and hosting the NCFPW in any given year, and the “BOARD OF REPRESENTATIVES”, which will address NCFPW business that is not specific to a particular workshop.

The Organizing Committee will consist of a WORKSHOP COORDINATOR and an appropriate number of representatives (3-6 are suggested) from the hosting state or province and may also include representatives from other states or provinces. The Workshop Coordinator will be selected by the State or Province hosting the upcoming workshop.

The Board of Representatives of NCFPW shall include a BOARD CHAIRPERSON, TREASURER, HISTORIAN, the WORKSHOP COORDINATOR and not fewer than three MEMBERS-AT-LARGE. The positions of Board Chairperson, Treasurer, Historian and Members-at-Large will be selected from the general NCFPW membership (i.e., not limited to hosting state or province).

Elections will take place during the business meeting at the annual NCFPW. The Board Chairperson and the Members-at-Large will be elected for 3-year terms and Treasurer and Historian will be elected for 5-year terms. The Workshop Coordinator will serve for one year. There are no term limits.

Compensation. Officers will not be compensated for their services.

Non liability of officers. The officers and members of the Organizing Committee shall not be personally liable for debts, liabilities or other obligations of NCFPW.

Article 5. Workshops

The primary purpose of the annual NCFPW will be to exchange information on forest pests and related matters. A short business meeting will also be held during each NCFPW.

Article 6. Finances

Dedication of Assets. Any assets collected by the NCFPW will be permanently dedicated to an exempt purpose, i.e., primarily for support of the NCFPW. By resolution of the Organizing Committee, speakers may be reimbursed in full or in part for expenses and scholarships may be provided for meeting attendance to students or others who are without organizational support. By resolution, the Board of Representatives may authorize payments and distributions in furtherance of the exempt purposes. No compensation shall be paid to any member of the Organizing Committee or Board of Representatives for services as member of the Committee or Board.

Article 7. Amendments

Changes to Constitution shall be presented to the NCFPW membership for review prior to the business meeting. A quorum, for the purpose of adopting or changing the constitution, shall consist of at least 10 members in good standing who are present at the business meeting during the NCFPW. The Constitution may be amended by a two-thirds majority vote of the members attending the NCFPW business meeting.

Article 8. Article of Dissolution

Upon dissolution of the NCFPW, after paying or adequately providing for the debts and obligations of the organization, the Board of Representatives shall distribute the assets and accrued income to one or more organizations as determined by the Board but which organization or organizations shall meet the limitations of exempt purposes within the meaning of section 501(c)(3) of the US Internal Revenue Code.

By-laws of the Northcentral Forest Pest Workshop

Draft... September 20, 2006

Article 1. Membership

Membership is established by attending a NCFPW and signing the membership list, which is used to register attendance of members at each workshop. Membership may be terminated after non-attendance of three (3) consecutive meetings, unless the member has expressed a wish to remain a member. Currently, there are no membership dues; however, attendees of the NCFPW are assessed registration fees to cover the cost of the workshop.

Article 2. Officers

As stated in the Constitution, the "BOARD OF REPRESENTATIVES" of NCFPW shall include a BOARD CHAIRPERSON, a TREASURER, HISTORIAN, the WORKSHOP COORDINATOR and not fewer than three MEMBERS-AT-LARGE. The positions of Board Chairperson, Treasurer, Historian and Members-at-Large will be selected from the general NCFPW membership (i.e., not limited to hosting state or province). At all times, at least one Board member will be from Canada and at least one from the USA. The Board of Representatives will be elected by majority vote of the membership in attendance at the annual business meeting.

The ORGANIZING COMMITTEE shall consist of an WORKSHOP COORDINATOR and an appropriate number of representatives (3-6 are suggested) from the hosting state or province and may also include representatives from other states or provinces. The State or Province hosting the upcoming NCFPW will select the Workshop Coordinator for that year, and will identify the individual at the business meeting of the year prior to their hosting (e.g., the Workshop Coordinator for 2007 would be identified at the 2006 NCFPW, the Workshop Coordinator for 2008 would be identified at the 2007 meeting, etc.). The Workshop Coordinator will automatically be a member of the Board of Representatives for the year in which they host the workshop. Otherwise, membership on the Organizing Committee does not necessarily confer membership on the Board of Representatives, although an individual may serve in both capacities simultaneously. Ideally, the composition of the officers on the Board of Representatives should include federal research organizations, federal forest health organizations, state and provincial organizations, and universities in both Canada and the USA.

The tenures of the Board Chairperson and Workshop Coordinator begin at the conclusion of the NCFPW at which they were elected and end in the last year of their term when all business is completed at that year's NCFPW.

It is the primary responsibility of the Organizing Committee to organize and host each annual workshop. It is the responsibility of the Board of Representatives to ensure that a functional Organizing Committee is established to host each workshop.

Duties of the Board Chairperson. At each NCFPW meeting, the Board Chairperson will run the business meeting and will ensure that candidates have been identified for nomination for all upcoming vacancies on the Board. The Board Chairperson will communicate as needed with the other members of the Board of Representatives to conduct general NCFPW business.

Duties of the Treasurer. The Treasurer shall be custodian of NCFPW funds, keep an account of all moneys received and expended, and make commitments and disbursements authorized by the Workshop Coordinator. Either the Workshop Coordinator or Treasurer may receive or disperse funds, but the Treasurer will hold responsibility for maintaining the financial records. At the annual business meeting the Treasurer shall make a full report covering the financial affairs of NCFPW. All funds, records and vouchers in the Treasurer's control should be subject to inspection by the Board of Representatives and Organizing Committee.

Duties of the Historian. The Historian shall maintain the membership and mailing lists and answer any inquiries as needed, and will provide the addresses to the Workshop Coordinator for mailing workshop notices. The Historian (or an appointed substitute) shall take minutes at the business meeting, and send out meeting notes to the membership. The Historian will also maintain the NCFPW webpage.

Duties of the Members-at-Large. The Members-at-Large will serve as advisors and representatives of the larger group on business matters that come before the NCFPW.

Duties of the Workshop Coordinator. The Workshop Coordinator will appoint members to the Organizing Committee to assist in conducting the Workshop, including but not limited to local arrangements and workshop program. The Workshop Coordinator (or his or her designee) will run the annual NCFPW. The Workshop Coordinator will have signature and check-writing authority along with the Treasurer. The Workshop Coordinator (or his or her designee from the current organizing committee) will have primary responsibility for communicating information about upcoming NCFPW, using mailing lists provided by the Historian. The Workshop Coordinator will provide the Historian with information on the upcoming NCFPW to post on the NCFPW webpage. He or she will also provide the Historian with names of registrants, and other relevant information to keep the membership and mailing lists current.

In the event that the Workshop Coordinator cannot carry-out their duties, a replacement will be appointed by the exiting Workshop Coordinator or Board Chairperson.

Article 3 . Workshops

The NCFPW endorses holding the annual workshop in the autumn. The group will, on vote of the Board of Representatives (with input from the membership), change the time of any particular workshop when circumstances dictate that such action should be taken. The primary purpose of the NCFPW will be to exchange information on forest pests and related matters. A short business meeting will also be held during each NCFPW.

Article 4. Finances

Expenditures. The Board Chairperson may authorize expenditures of NCFPW funds. In addition, each year the Workshop Coordinator will be authorized (by the Board Chairperson) an expenditure amount from the general fund which they will be able to expend toward costs associated with the annual NCFPW. Checks, orders for payment, etc. will be issued by the Treasurer or the Workshop Coordinator. The Workshop Coordinator may authorize reimbursement of travel costs for speakers and other workshop expenses which can be paid directly from registration fees for the workshop.

In any given year, additional resources may be contributed by the hosting organization in order to cover the cost of the workshop and minimize registration fees for participants. If a hosting organization has contributed funds in a given year, excess registration fees collected that year may be returned to the contributing organization up to the value of their contribution. Otherwise, registration excess will be retained in the NCFPW general fund toward the cost of future workshops.

Contracts. The Workshop Coordinator may authorize any member of the Organizing Committee to enter into contract or arrange sponsorship on behalf of NCFPW. Unless so authorized, no person shall have any authority to bind NCFPW to any contract.

Registration. The primary source of income for the NCFPW will be from registration fees for each workshop. The registration fees will be determined each year by the Organizing Committee in accordance with the costs associated with that particular workshop.

Fiscal Year. The fiscal year for this organization will run from January 1 to December 31.

Article 5. Amendments to By-laws

Changes to By-laws shall be presented to the NCFPW membership for review, prior to the business meeting. A quorum, for the purpose of adopting or changing these by-laws, electing members of the Board of Representatives, or conducting any other business of the NCFPW, shall consist of at least 10 members in good standing who are present at the business meeting during the NCFPW. By-laws may be amended by a simple majority vote of the members attending any NCFPW business meeting.