

Sylvans Forestry Club Constitution

Article I. Name

- A. The name of the organization shall be the Sylvans Forestry Club, hereafter referred to as the Sylvans.

Article II. Goals and Objectives

- A. Goals: To encourage leadership, teamwork, competition, sportsmanship, professionalism, skill development, and fellowship among undergraduate students at Stephen F. Austin State University (SFASU), particularly those in the Arthur Temple College of Forestry and Agriculture (ATCOFA).
- B. Objectives:
 - 1. Compete in the annual Association of Southern Forestry Club's (ASFC) Conclave.
 - 2. Use the activities of planning for and participation in Conclave to encourage the development of leadership, teamwork, competition, sportsmanship, and professional skill development among students.
 - 3. The purpose of all activities of the Sylvans should be to foster the ideals emphasized in Objective 2.

Article III. Membership

- A. Eligibility
 - 1. Any student actively pursuing an undergraduate degree at Stephen F. Austin State University, regardless of their major, is eligible to be a member of the Sylvans.
- B. Privileges
 - 1. Each member is entitled to attend and participate in Sylvans activities.
 - 2. Each member is entitled to nominate him or herself or others for elected Sylvans office.
 - 3. Each member is entitled to one vote for each Sylvans office during the annual election of Sylvans officers.
- C. Dues
 - 1. Members must pay dues as described in the By-Laws to enjoy privileges listed above.

Article IV. Officers

- A. The officers of the Sylvans shall be:
 - 1. President
 - 2. Vice President
 - 3. Conclave Vice President
 - 4. Works Project Vice President
 - 5. Secretary
 - 6. Treasurer
 - 7. Sergeant-at-Arms
 - 8. Equipment Manager
- B. Tenure of Officers
 - 1. Officers will hold office from the time of their election until the next Sylvans officer election.
- C. Election of Officers
 - 1. All Sylvans officers shall be elected at the first Sylvans meeting following the annual ASFC Conclave.
 - 2. Elections will be no later than May 15 of each year.

Article V. Adviser

- A. The Sylvans must have a faculty Adviser, who will either volunteer to serve as Adviser, or be appointed by the Dean of the ATCOFA.
- B. The adviser shall be a faculty member of the ATCOFA.
- C. The adviser shall attend the annual ASFC Conclave with the Sylvans, or arrange for another ATCOFA faculty member to do so if they are unable to attend.

Article VI. Amendments

- A. Amendments to this Constitution may be proposed by a member and shall be voted upon at the next meeting of the Sylvans following notice of such proposed amendment to the voting members. Such notice shall be given within one week of the time any such amendment is proposed, and at least one week before the meeting of the vote.
- B. The Constitution may be amended or revised by a two-thirds vote of the members attending the meeting during which the vote is conducted.
- C. The Adviser may veto any Constitutional amendments, or may postpone any vote if there are too few members, in their opinion, attending the meeting during which the vote is conducted.

Article VII. Ratification

- A. No pre-existing Sylvans Constitution was located upon a search conducted in September 2016. To meet SFASU requirements, a Sylvans Constitution was required by September 30, 2016. Thus, ratification by two-thirds of members present at the Sylvans meeting on September 13, 2016, was considered sufficient to establish this constitution between said members so ratifying and with the approval of the current Sylvans officers and Adviser.

Article VIII. By-Laws

- A. By-Laws of the Sylvans shall be established and altered during Sylvans meetings.
- B. Amendments to the By-Laws may be proposed by a member and shall be voted upon at the next meeting of the Sylvans following notice of such proposed amendment to the voting members. Such notice shall be given within one week of the time any such amendment is proposed, and at least one week before the meeting of the vote.
- C. The By-Laws may be amended or revised by a majority vote of the members attending the meeting during which the vote is conducted.

Sylvans Forestry Club By-Laws

Section 1. Duties of the Sylvans Officers

A. President

1. The President, in consultation with the Adviser, shall lead and direct all Sylvans meetings, Sylvans officers meetings, and activities to further the Sylvans objectives.
2. The President shall lead the Sylvans at the annual ASFC Conclave, serve as an ASFC Vice President in years when SFASU is not hosting the annual ASFC Conclave, and serve as ASFC President in years when SFASU is hosting the annual ASFC Conclave.

B. Vice President

1. The Vice President shall assist the President and Adviser in meeting the Sylvans objectives.

C. Conclave Vice President

1. The Conclave Vice President shall procure wood and supplies needed for Sylvans members to practice timbersports events for the annual ASFC Conclave.
2. The Conclave Vice President shall procure wood and supplies needed for the Sylvans to engage in other timbersports competitions and demonstrations as determined by the President and Adviser.

D. Works Project Vice President

1. The Works Project Vice President shall coordinate volunteer work projects.
2. The Works Project Vice President shall seek donations to support Sylvans objectives.
3. The Works Project Vice President shall consult with the Adviser before accepting work projects or donations to ensure that SFASU policies and Sylvans member safety are considered.

E. Secretary

1. The Secretary shall take minutes during all meetings and disseminate those minutes to the other Sylvans officers promptly following meetings.
2. The Secretary shall design and post flyers announcing Sylvans events, after first submitting flyers to the Adviser for approval.
3. The Secretary shall handle other relevant duties at the discretion of the President and Adviser.

F. Treasurer

1. The Treasurer shall handle all transactions to and from the Sylvans off-campus bank account, keep detailed records, provide receipts, and submit monthly bank statements to the Adviser for archiving.
2. The Treasurer shall handle all Sylvans monies, including dues, payments for t-shirts, and payments for travel costs.
3. The Treasurer shall transfer control of the off-campus bank account to their successor and provide them with training and guidance in fulfilling the office of Treasurer.

G. Sergeant-at-Arms

1. The Sergeant-at-Arms shall foster an esprit-de-corps among the Sylvans members, particularly at the annual ASFC Conclave, ensuring spirited competition that remains consistent in nature with the Sylvans objectives.

H. Equipment Manager

1. The Equipment Manager will keep the Sylvans storage and practices areas (inside and outside) organized and clean.
2. The Equipment Manager, in consultation with the adviser, shall be responsible for coordinating the upkeep and maintenance of all Sylvans equipment.

Section 2. Elections

A. All nominations for officers must come from current club members.

1. Nominations must be received by the President and Adviser no later than 1 hour before the start of the meeting during which elections occur.

B. The election will take place during a Sylvans meeting.

1. One week notice for the meeting will be given to all members by posting flyers around the forestry building.
2. Only members attending the meeting during which elections occur may vote.

- C. Voting will determine the nominee elected to each office.
 - 1. Each attending member may vote once for each office.
 - 2. Members who will not be eligible to attend the subsequent annual ASFC Conclave, such as those individuals who will be graduating that May or the following December, are not eligible to vote.
 - 3. The nominee receiving the majority of the votes will be elected.
 - 4. In the event of a tie, the President will determine the winner. If the President so chooses, he or she may defer this responsibility to the Adviser.

Section 3. Adviser

- A. The adviser shall consult with the President and other officers to ensure SFASU policies are adhered to by the Sylvans.
- B. The adviser shall provide guidance that will aid the Sylvans officers and members in accomplishing the Sylvans objectives.
- C. The adviser shall make every effort to attend all Sylvans meetings.
- D. The adviser shall attend the annual ASFC Conclave, or arrange for an ATCOFA faculty member to attend in the event of their absence. Not doing so will result in the Sylvans being placed on probation in the ASFC, and potentially expelled from the ASFC if such an absence occurs in two consecutive years.
- E. The adviser shall ensure adequate equipment is available to the Sylvans members such that are required for practice and participation in the annual ASFC Conclave.
- F. The adviser shall coordinate maintenance of all equipment with the Sylvans officers, particularly the President.

Section 4. Meetings

- A. Sylvans meetings will be scheduled as needed by the President in consultation with the other officers and the Adviser.
- B. Meetings will be announced by flyers posted around the forestry building.
- C. Meetings will be informal in nature, and led by the President.
 - 1. In the event of the absence of the President, another officer or the Adviser may lead a meeting.
- D. Some meetings will be practices held at the Sylvans practice area outside the forestry building.
 - 1. Officers shall make every effort to attend these practices.
 - 2. At least one adequately trained officer must be present at each practice.
 - a. This officer shall allow members access to equipment.
 - b. This officer shall ensure that equipment is being used safely and with proper technique.

Section 5. Dues and Revenues

- A. Dues will be \$5 for one academic year (September 1 – August 31), or any portion thereof.
 - 1. Dues must be paid to the Treasurer.
- B. The Sylvans shall generate revenue from sources (fundraisers, sponsorships, work projects, etc.) as consistent with SFASU policies and in consultation with the Adviser
 - 1. Funds generated through fundraising must be used to further the Sylvans objectives.
 - 2. Disbursement of said revenue shall be determined by the President with the approval of the Adviser and in accordance with SFASU policies.
 - 3. The Treasurer shall be responsible for the accountability of the Sylvans monies, and shall report to the President and consult with the Adviser.

Amended unanimously to add equipment manager April 24, 2025.