

Draft Amendment 3/15/22

BYLAWS
of the
Rocky Mountain Forest Service Association

A. Name and Place of Business

1. Name and Place of Business Name: The name of this association shall be the **Rocky Mountain Forest Service Association**. Informally it will be known as the RMFS Association or most commonly, the **Rocky Mountaineers**.

2. Principal Address: The permanent headquarters shall be:

Rocky Mountaineers
P.O. Box 270462
Ft. Collins, CO 80527

B. Mission or Purpose

The overall mission of this Association is to enrich and add value to the lives of Forest Service retirees who care greatly about the agency and the Rocky Mountain Region by:

1. Enhancing the connectivity of retirees, spouses, and others who take pride in having been a part of the outfit in the Rocky Mountain Region.
2. Providing members timely updates of information about Association members, Regional and local happenings, meeting or special event specifics, special stories of historical significance, and other Association business.
3. Encouraging local groups to either initiate or continue ongoing efforts to connect informally for lunch or other opportunities and gatherings.
4. Ensuring there is opportunity for others who have special interest in the Rocky Mountain Region to also stay actively connected.
5. Helping retirees “give back” to the outfit through education and support to the resources and communities that defined their lives, and to other retirees and F.S. families needing special support.
6. Improving the overall participation, ownership, and support of the Memorial Grove and ensuring that all R-2 folks deserving of remembrance are appropriately honored.
7. Keeping Association administration effective, simple, professional, and designed to ensure a sustainable vibrant organization that represents retirees throughout the entire region and keeps them connected regionally and nationally.



C. Board of Directors:

The governing body for the Association shall be a Board of Directors. The Board shall have the authority to act on behalf of the association and make necessary decisions and expend funds as determined appropriate. The Executive Committee shall be called upon by the Chair to make interim decisions if meeting with the full Board is not feasible. The Board shall have the following members and terms of service:

1. Executive Committee (5 all voting)
 - a. Chair-elect will be elected each year and serve as chair-elect for one year.
 - b. Chair serves for one year after having served as Chair-elect for one year.
 - c. Past Chair serves for one year after serving as Chair for one year.
 - d. Secretary is appointed for a minimum of two-year term, but may be extended for up to six years.
 - e. Treasurer is appointed for a minimum of a two-year term, but may be extended for up to six years.
2. Appointed chairpersons or managers of four standing committees (4) serve for a minimum of two years and may be extended for up to six years. (4 voting)
 - a. Membership Manager
 - b. Memorial Grove Chair
 - c. Scholarship Committee Chair
 - d. **Grant Committee Chair**
3. Appointed at large area representatives (6) serve for a minimum of 2 years and may be extended for up to six years. (6 voting)
 - a. Northern Front Range and Southeast Wyoming Area
 - b. Southern Front Range and Kansas Area
 - c. Western Colorado Area
 - d. Wyoming (Except Southeast) Area
 - e. South Dakota and Nebraska Area
 - f. Denver Area
4. Appointed ad hoc program managers (maximum of 1-2 at a time) serve for duration of special assignment. (voting during their assignment)
5. National Association of Forest Service Retirees liaison (1 non-voting)
6. National Museum of Forest Service History liaison (1 non-voting)
7. Forest Service liaison serves for period assigned by the Regional Forester of the Rocky Mountain Region (1 non-voting)

D. Duties of Officers and other Board members

1. **Chair:** The duties of the Chair 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 will be signed by the Chair, except as may otherwise be directed by the Executive Committee. The power to execute contracts legally binding the association resides in the office of the Chair, who has general delegation authority.
2. **Chair-Elect:** The Chair-elect, in the absence of the Chair, will perform the duties of the Chair and such other duties as may be assigned by the Chair. The Chair-elect will ensure that the Association Bylaws are followed and reviewed each year.
3. **Past Chair:** The Past Chair provides continuity to the Association's business serves as counsel to the Chair and advisor to the Board. The Past Chair shall oversee the Association's philanthropic and special projects each year. The person in this position may accept other duties as requested by the Chair.
4. **Secretary:** The Secretary performs all normal corresponding secretarial duties, keeps minutes of regular meetings, opens all mail, transfers all payments and monies received to the treasurer, acknowledge all new members, and ensures that each member and new member has an Association identification card. The Secretary maintains a record of deceased members and relays that information to the Memorial Grove Committee Chair, the Newsletter Editor, and the E-mail editor. The Secretary will maintain the file of "Quarterly Newsletters", and other pertinent material and information related to the Association.
5. **Treasurer:** The Treasurer manages the Association's finances and investments, including depositing funds, writing checks or other disbursements to pay expenses approved by the Board. The treasurer ensures timely review of financial information by the Board, prepares quarterly reports, compiles the annual review and financial report due to Board by February 1, and disperses information to the Chair and the Board. The treasurer ensures proper documentation and reporting to IRS and arranges for an annual audit.
6. **Membership Manager:** The membership manager is responsible for all activities associated with membership. The manager processes applications for membership, verifies addresses and other member information, and reports changes of addresses and new members to the Secretary. The manager keeps pertinent up-to-date information on membership in a data base, recruits new members who are eligible to join, prepares current mailing lists, e-mail address book, and prepares an annual membership directory. The manager provides membership updates to the board and ensures that membership information is periodically reported in the newsletter and on the website. The Membership Manager is also responsible for managing general e-mail communications with the membership. This includes posting of specific and timely member information, obituaries, news and events as they are provided by the Board and the membership. Coordinates all information with the Board and the newsletter editor and website manager.
7. **Newsletter Editor:** The newsletter editor will be responsible for managing, publishing, and mailing the newsletter called the *Rendezvous*. This includes business dealings with any contracted service for the newsletter.

- 8. Website Manager:** The website manager will design and manage the Association's website on the internet. This includes the posting of newsletters, photos, forms, RMFSA history and administration, bulletin board, voting site, useful links, and other pertinent association news and events. The manager will regularly update the website.
- 9. Memorial Grove Chair:** The Memorial Grove Chair will be responsible for annual planning, preparations, program, and implementation of the Memorial Grove event held the first Saturday of May each year. Through the standing Memorial Grove Committee and coordination with the Regional Office and Pikes Peak Ranger District, this position will ensure that all eligible honorees are properly recognized.
- a. In addition to the chair, this committee will include as a minimum, three retirees at large, the Pikes Peak District Ranger, a Regional Office representative, and the Public Affairs Officer for the Pike and San Isabel National Forests and the Cimarron and Comanche National Grasslands.
 - b. Memorial Grove honoree eligibility: Being a member of the Association does not guarantee eligibility to be honored at the Memorial Grove. To be eligible for inclusion as an honoree at the Grove site an individual must meet one of the following criteria:
 - 1. Pass away while a current employee of the Rocky Mountain Region
 - 2. Have retired from the Rocky Mountain Region
 - 3. Have worked in the Rocky Mountain Region and after retirement returned to live within the five state Region.
 - 4. Or, be granted an exception by the Memorial Grove Committee based on special consideration or condition.

This position will also ensure that the Association has a current Cooperative Agreement or Memorandum of Agreement in place with the Forest Service that describes joint responsibilities for not only the Memorial Grove event, but also other work the Association may take on that requires coordination with the Region or Forests. The current Forest Service Manual direction relevant to this Memorial will be periodically reviewed with Forest Service to ensure it accurately reflects joint responsibilities and expectations.

- 10. Scholarship Committee Chair:** The Scholarship Committee Chair will be responsible for managing the application, evaluation and recommendation process to select scholarship recipients. This includes, but is not limited to, the management of website information, applicant recruitment, committee meetings, evaluation process facilitation and announcement of recipients to students, sponsors and the Rendezvous newsletter. In addition to the chair, the committee will include, as a minimum, two other Rocky Mountaineer members representing Region 2 geographic diversity.
- 11. At-Large Area Representatives:** These six at large Board members represent Association membership, encourage membership, and maintain current communication with members within specific geographic and program areas as specified below. The Area Representative will be responsible for meeting

arrangements of the Annual Meeting when it is held in their respective geographic area.

Geographic areas and communities represented by Area Representatives:

Northern Front Range and Southeast Wyoming Area (Covers the following communities or groups in Colorado and southern Wyoming)

- Fort Collins, CO (including Rocky Mountain Research Station Head Quarters
- Laramie, WY/Douglas/WY/Saratoga, WY
- Steamboat Springs, CO
- Thunder Basin National Grassland
- Fort Collins Forestry Science Lab (RMRS)

Denver, Area (including, Job Corps National Office and OGC)

Southern Front Range and Kansas Area (Covers the following communities or groups and others in Colorado and Western Kansas)

- Pueblo, CO
- Colorado Springs, CO
- Monte Vista, CO
- Cimarron National Grassland in Elkhart, KS

Western Colorado Area (Covers the following communities or groups and others.)

- Durango, CO/Mancos, CO
- Delta/Montrose/Grand Junction, CO
- Glenwood Springs, CO
- Collbran Job Corps in Collbran, CO

Wyoming (Except SE) (Covers the following communities or groups and others in Wyoming)

- Sheridan, WY
- Cody, WY
- Lander, WY
- Dubois, WY

South Dakota/Nebraska (Covers the following communities or groups and others in SD and NE)

- Rapid City, SD/Spearfish, SD/Bearlodge, WY
- Chadron, NE/Halsey, NE
- Grassland units in South Dakota and Nebraska
- Job Corps units in South Dakota and Nebraska (including Pine Ridge (NE) and Boxelder (SD))

12. Ad Hoc Program Managers: These ad hoc program managers will be selected by the Chair under the advisement of the Board. They will be voting members of the Board during the term of their special appointment. Examples of potential ad hoc program managers might be: annual banquet, summer picnic, special work project, fall golf tournament, winter ski trip, tour events, special education initiative, foundation activity, etc.

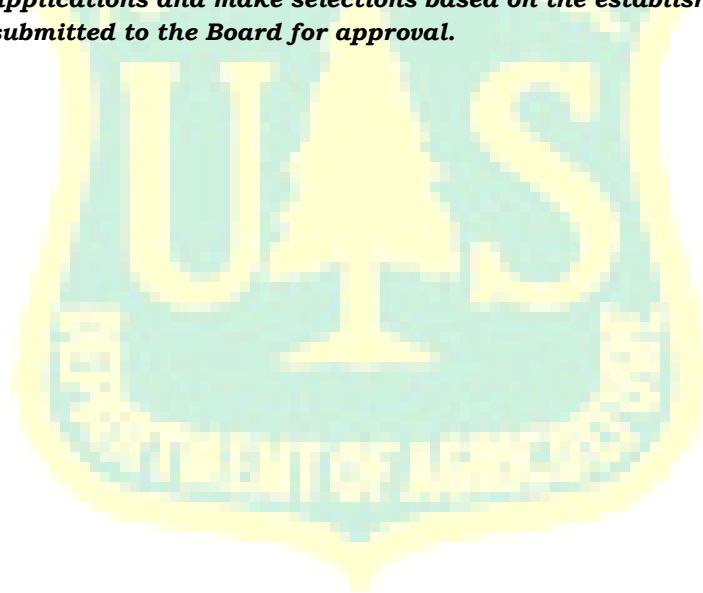
13. National Association of Forest Service Retirees (NAFSR) Liaison: This liaison position represents the NAFSR as a member of their Board, provides communications between the two organizations and brings to the attention of both organizations policy issues concerning the Forest Service, National Forests and Grasslands, and natural resource activities in the United States.

14. National Museum of Forest Service History Liaison: This liaison position represents the NMFSH as a member of their Board and ensures that both

organizations are represented appropriately together. The position ensures that issues of historical significance that are reflective of the Rocky Mountain Region people or programs are shared with the Museum and also makes sure that this Association is kept current on Museum programs and capital campaign progress.

15. Forest Service Liaison: This liaison represents the Rocky Mountain Region's interests on the Board and ensures that the Forest Service is kept informed of Association activities. The position also ensures that the Association board is kept informed of pertinent information from the agency.

16. Grant Committee Chair: *The Grant Committee Chair will be responsible for managing the application, evaluation and recommendation process to select grant recipients as outlined in the Grant Program. This includes, but is not limited to, the submission of website information, applicant recruitment, committee meetings, evaluation process facilitation and announcement of recipients to applicants and the Rendezvous newsletter. The Chair of the Grant Committee will be appointed by Rocky Mountaineers Chairperson along with two Board members on an annual basis. They will review the applications and make selections based on the established criteria to be submitted to the Board for approval.*



- E. Election and/or Appointment of Officers:** In August of each year the Board will agree on a slate of candidates for the Chair-elect position and present a ballot to the Membership in the Fall Edition of the Rendezvous newsletter. A majority of the votes cast by the membership shall determine the successful candidate for Chair-elect. The current Chair-elect will review all appointed positions in August and make recommendations to the Board for any new appointments or extensions of appointments. New officers and Board members will assume their positions in January of each year. The Board may fill vacancies occurring for any appointed or elective offices for the remainder of the term. An officer or other member of the Board may be removed for cause by a two-thirds vote of the elected officers when that action is determined to be in the best interest of the Association.
- F. Compensation:** Members of the Board and others officially acting on behalf of the Association, excluding the NAFSR and NMFSH representative and the liaison positions, may be reimbursed for travel mileage necessary to attend local meetings or the annual meeting. This reimbursement must be approved in advance by the Chair or the Treasurer if the travel is planned by the Chair. No reimbursement will be made for meals or lodging unless an exception is granted by the Board in advance.
- G. Board Meetings:** The Board must meet at least quarterly to conduct Association business and may meet more frequently at the request of the Chair. Seven Board members of the standing thirteen will constitute a quorum to conduct Association business. Proxies may be used for members who are unable to attend meetings. A proxy must be in writing and specify the person to act as the proxy and the specific meeting it is valid for. Participation by teleconference will be accommodated for where needed.
- H. Annual Membership Meeting:** All members will be invited to attend one annual membership meeting which will be held in late summer or early fall to conduct Association business and to provide members an opportunity to discuss Association activities. This meeting may be held in conjunction with a special event as appropriate and will be held in Denver/Fort Collins area at least every fourth year and may be held in a different geographic location the other three years. The meeting time and place will be scheduled by November 30 of each year and published in the winter edition of the Association newsletter and website. Participation by teleconference or webinar will be accommodated for when needed and feasible.
- I. Local Membership Meetings:** Members are encouraged to initiate or continue ongoing gatherings, luncheons, or meetings throughout different geographic areas of the Region. Area representatives are responsible for informing the newsletter editor and website manager of the dates and places for these local meetings within their respective areas so notice can be placed in the Rendezvous and on the website. These local meetings and other activities are to enrich lives of the participants by providing interesting interactive social, learning, and general business experiences that promote the purpose of this Association. The Association Board has no responsibility for planning, organization, or conduct of these local meetings; however, the Chair or his or her designated representative from the Board could be available to attend local meetings as requested.
- J. Scope of Activities:** The Association shall not engage in lobbying, support of political candidates, or other political activities. Association programs may allow elected officials as guest speakers but not for campaign purposes. No member is authorized to make statements regarding political matters and represent them as positions of this Association.
- K. Fiscal Year:** The Fiscal Year is the Calendar Year.

- L. Finance Management and Accountability:** All financial and accounting procedures of the Association shall be carried out using generally accepted fiscal processes and will be conducted on a timely basis. Full documentation is required of all transactions and the Chair shall annually appoint an individual(s), independent of the Board, to conduct an annual financial review. The results of this review will be published in the spring newsletter.
- M. Membership:** Any individual who wishes to join the Association, participate in their activities, support their programs, and who meets one of the requirements listed below may become a member:
1. Any retired employee of the Forest Service and his/her spouse or significant other, or surviving spouse or significant other.
 2. Any current Forest Service employee, especially those within five years of retirement.
 3. Any other former employee of the Forest Service or other individual who has shown special interest in the Forest Service and seeks membership and is accepted for membership by two-thirds of the Board.
- N. Dues:** Members of the Rocky Mountain Forest Service Association will be assessed dues to support the organization.
1. **Establishment:** After initial establishment of dues, changes to dues shall only be made by recommendation of the Board and put before a vote of membership. A majority of the votes cast is required for passage.
 2. **Use of dues:** Dues income will be used by the Board to:
 - a. Fund communication efforts that benefit Association membership, including the newsletter, the website, and other general activities that support connectivity of members within the Association.
 - b. Support to the extent possible the annual Memorial Grove event, including but not limited to the procurement of the engraved brass plaques with honoree names.
 - c. Support of special projects approved by the Board for activities such as natural resource education, scholarship initiatives, volunteer work activities, historic restoration work, and emergency support for Forest Service family members.
 - d. Other normal business expenses which are necessary in annual operation of the Association.
 3. **Rates (Regular and Lifetime):** Initial dues are established at \$20.00 annually. Lifetime membership is available for \$250.00. 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. Membership in either annual or lifetime categories cover both the member and the spouse. For couples who are both qualified members, the dues for the couple are \$20.00 annually or \$250.00 for lifetime per couple.
 4. **Golden Membership:** Members who are 90 or more years of age and in good standing shall be granted a complimentary Golden Lifetime RMFSA Membership.
 5. **Dues payment and Inactive Status:**
 - a. **Annual dues are 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'.

- b. **Inactive Status** means that the member no longer has any of the privileges of membership: newsletter, directory, website, voting, special events, etc. The member's basic data remains in Association records. No attempt will be made to update addresses, etc. until reinstated. Inactive status does not affect an individual's qualification for consideration as a Memorial Grove honoree.
 - c. **New Retirees:** A one-year complimentary membership will be granted to any new Rocky Mountain Region or Station retiree along with an official Rocky Mountain Forest Service Association retiree identification.
- O. Special projects fund:** In addition to using annual dues, the Association will establish and maintain a special projects fund or account to help support special projects and other philanthropic needs. This fund will not be used for annual operating expenses and shall be maintained by special donations, contributions, and excess annual dues income. The Board will annually decide what special projects will be funded and only projects approved by the board will be funded, except for those responding to emergency needs. The Past Chair will be responsible for managing this fund each year.
- P. Application of the 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 Colorado where the Association is established. A review of the Bylaws will be conducted by the Past Chair by September of each year.
 - 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 proposed new bylaw shall have been given to each voting member at least thirty (30) days prior to the date of such meeting or at the previous regular board meeting. If a bylaw is amended or added, the change will be published in the Rendezvous newsletter.
 - 3. **Effective Date:** When adopted by the Association, bylaws shall become effective immediately and remain in full force and effect until changed.
- Q. Cooperative Agreement:** The Association will develop and periodically review a Cooperative Agreement with the U. S. Forest Service, Rocky Mountain Region to ensure that both the agency and the Association understand any jointly agreed to commitments and expectations with regard to the Associations work on special projects, communications, and on the Memorial Grove. The Memorial Grove Committee Chair will have responsibility for ensuring that this agreement is in place and kept current and that FSM is updated as changes occur.
- R. Distribution of Assets:** If it is decided to discontinue this Association, the Board shall, after paying and making provisions for payment of all Association liabilities, distribute the remaining assets to the National Museum of Forest Service History in Missoula, MT and/or the Memorial Grove fund managed by the Pikes Peak Employees Association at the Pikes Peak Ranger District in Colorado Springs, CO, or both.

Adopted and signed by members of the Rocky Mountain Forest Service Association establishment committee on July 9, 2013:

| | | |
|---|--------------------------------------|--------------------|
| Interim Chair, Skip Underwood Fort Collins, CO | | Date: July 9, 2013 |
| Bjorn Dahl Genesee, CO | Steve Weitemeyer Wheatridge, CO | |
| Bill Disbrow Rhineland, WI | Johnny Hodges Fort Collins, CO | |
| Lyle Laverty Arvada, CO | Jim Lawrence Littleton, CO | |
| Pat Lynch Encampment, WY | Dan Nolan Hot Sulphur Springs, CO | |
| Dave Steinke Golden, CO | Tom Thompson Littleton, CO | |

Amendments:

Amendment #:

Date Adopted:

Bylaws Amendment #1, February, 2014

This Amendment, made in accordance with provision P-2 of the Bylaws, changed the Rocky Mountaineers Annual Meeting from February each year to late summer or early fall, and provides that the upcoming meeting date will be set by November 30 each year, and such proposed date will be published in the Winter edition of the newsletter.

Bylaws Amendment #2, June 2016

This Amendment, made in accordance with provision P-2 of the Bylaws, eliminated the position of Communications Manager and Email Manager from the Board of Directors, added the positions of Newsletter Editor and Website Editor to the Board of Directors and moved previous Email Manager duties to the position of Membership Manager.

The Amendment also added the Northern Front Range Area Representative and modified the areas covered of the Eastern Colorado/Western Kansas Area Representative.

Bylaws Amendment #3, March 14, 2017

This Amendment, made in accordance with provision P-2 of the Bylaws, modified items C3 and D10 to adjust the area covered by the Northern Front Range Area Representative and added a new Area Representative for the Denver geographic area.

Bylaws Amendment #4, Dec. 7, 2017

This Amendment, made in accordance with provision P-2 of the Bylaws, modified item D-10 to strike the clause that assigned responsibility to the Chair-Elect to arrange the Annual Meeting when held in the Denver or Fort Collins area; this responsibility instead will fall to the Northern Front Range or Denver area representative. Items C3 and G were modified to correct the number of Board members to include the Denver Area representative. A misspelling in item D-10 (Elkhart) was also corrected.

Bylaws Amendment #5, June 10, 2020

This Amendment, made in accordance with provision P-2 of the Bylaws, modified items C2 and D10 to include the Scholarship Committee Chair as a permanent voting member of the board in C2 and added the job description in D10. This amendment also brought inline the change in geographical distribution of the Rocky Mountain Forest Service Association C3 and D11.

Bylaws Amendment #6, March 2, 2022

This Amendment made in accordance with provision P-2 of the Bylaws, adds the Grant Committee Chair to the Board of Directors and defines the duties of the Grant Committee Chair.

