**Sustainable Forestry Initiative® Program**

**Minnesota Implementation Committee**

**Bylaws**

**January 2005**

**Revised July 2019**

1. Name
	1. This organization, created under the authority of the Sustainable Forestry Initiative® (hereafter SFI), is named the Minnesota SFI State Implementation Committee Inc. (hereafter SIC).
	2. The principal office of the Minnesota SIC shall be Minnesota Forest Industries, 903 Medical Arts, 324 W. Superior Street, Duluth, MN 55802.
2. Mission and Purpose of the SIC
	1. The mission of the SIC is to provide oversight and administration of the SFI program within the State of Minnesota.
	2. The purpose of the Minnesota SIC is to perform outreach and educational activities that promote sustainable forestry, the SFI program, and SFI Standard compliance. Through consensus-based processes, it will effectively facilitate or manage at a state level the programs and alliances which support the growth of the SFI program, including:
3. Establish criteria for forest industry professionals to be deemed SFI trained.
4. Establish and maintain protocols for addressing inconsistent practices (Appendix I).
5. Focus landowner outreach efforts on educational and technical assistance.
6. Focus public outreach efforts on increasing SFI program recognition and support with the public, local opinion leaders and forestry professionals.
7. Promote forestry research, science, and technology.
8. Document progress through an annual report to SFI.
9. Protect the integrity of the SFI program.
10. Operation of the SIC
	1. The SIC operates under the rules and guidelines contained in the current Memorandum of Understanding with SFI, Inc. and the SFI Governance Document.
	2. Minnesota Forest Industries, Inc (MFI) staffs the Program Coordinator and provides the SIC with administrative support, accounting and bank account management.
	3. The SIC operates as an overall planning and steering committee in accordance with the rules set forth in these by-laws. Normal parliamentary rules are used in conducting meetings.
	4. Any communication or other dealings related to the operation of the SIC must conform to the SFI Inc. Policy Statement on Compliance with Antitrust Laws.
	5. Members must disclose if they have a real or perceived Conflict of Interest with any SIC-related activities, and recuse themselves from further discussions, decisions, or votes related to those activities.
	6. The SIC meets in-person biannually, but members can participate electronically if necessary. Business can be conducted between meetings via email, conference calls, and any other means.
11. Subcommittees
	1. The SIC creates subcommittees to carry out the work of the SIC between meetings. Members can volunteer or be appointed by the chair. Members serve two-year terms beginning Jan. 1 after being appointed or reappointed at the winter meeting.
	2. The SIC has the following standing subcommittees
		1. Training – To set training standards and ensure training programs meet the SFI Standards, and also to review requests for Outside Credit. To review Inconsistent Practices reports, consider if they warrant additional training, and if so, work to implement that training.
		2. Logger of the Year (LOY) – To advertise for LOY nominations, select the awardee, and present the annual award.
		3. Tribal – To communicate with tribal forestry departments to inform them of SFI activities and programs.
	3. The SIC chairperson creates and appoints members to ad hoc subcommittees to accomplish special projects or address specific issues of the SIC. These subcommittees should be disbanded when the project or issue is complete.
12. Membership
	1. SIC membership shall consist of SFI Program Participants and Supporters.
	2. SFI Program Participant companies or agencies select employees to represent them on the SIC. There is no membership term. Program Participants must:
		1. be a member company of MFI; or
		2. pay an assessment to MFI for SIC representation, or
		3. be an SFI Program Licensee.
	3. Supporter representatives must be nominated and approved by the Program Participants of the SIC. Supporter representatives serve two-year terms. Representatives may serve successive terms following approval by a simple majority of the Program Participant members. Each of the following Supporters are entitled (but not required) to have representation:
		1. Minnesota Logger Education Program.
		2. Minnesota Tree Farm Program
		3. A Minnesota logging association.
		4. A Minnesota conservation interest.
		5. University of Minnesota.
		6. Minnesota Forestry Association.
		7. Minnesota Society of American Foresters.
		8. Project Learning Tree.
		9. Minnesota Forest Resources Partnership.
		10. A Minnesota tribal forestry department.
		11. Other members as approved by the SIC.
	4. The SIC Program Coordinator is a non-voting member of the SIC.
13. Voting
	1. SIC members strive to reach consensus on all issues. When consensus cannot be reached, issues will be put to a vote. The annual budget and bylaw changes always require a vote.
	2. Votes will be decided by a simple majority of the Program Participants, except bylaw changes, which require 2/3 majority of Program Participants.
	3. Electronic (email, call, webcam, etc.) voting is allowed.
	4. If a majority of Program Participants is not present at a meeting, the vote will be delayed until the next meeting, will be conducted electronically, or will be conducted by voice vote on a conference call.
	5. The Chair will be the deciding officer on all votes that end in a tie.
	6. Program Participant companies or agencies can allow Alternates to vote so long as the chair is notified of an official Alternate.
14. Officers and Principal Duties
	1. Chair
		1. Must be a Program Participant.
		2. Serves a two-year term.
		3. Sets agendas.
		4. Leads SIC meetings.
		5. Ensures that the SIC functions within the bylaws.
		6. Appoints members of subcommittees.
		7. Represents the SIC in public discourse.
		8. Should attend the SFI annual conference if possible.
	2. Vice-Chair
		1. Selected by the SIC every two years from among the Program Participants in a rotating fashion (Appendix II).
		2. Succeeds the Chair every two years with a term beginning on January 1st or immediately after the resignation or termination of the Chair.
		3. Performs the duties of the Chair in his/her absence.
		4. Serves as Chair for standing subcommittees.
		5. Should attend the SFI annual conference if possible.
	3. SIC Program Coordinator
		1. Prepares and manages the budget.
		2. Leads meetings in the absence of the Chair and Vice-Chair.
		3. Schedules meetings.
		4. Assists subcommittees in completing projects.
		5. Prepares and submits SIC Annual Report to SFI, Inc.
		6. Takes and maintains meeting minutes.
		7. Attends the SFI annual conference.
		8. Other duties as assigned by the Chair.

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1. Finances and Budgeting
	1. The SIC fiscal year is the calendar year (January 1 – December 31).
	2. Primary funding
		1. The SIC obtains its primary funding from MFI. MFI will determine an annual allocation based on input from the SIC.
	3. Additional funding
		1. Assessment of SFI Program Participant companies that are not members of MFI and that desire to support and participate on the SIC.
		2. The SIC may solicit additional funding and in-kind support from other sources which are aligned with the Objectives and Principles of the SFI Program, including Program Supporters.
		3. Grants.
	4. An annual budgeting process will be used.
		1. The program coordinator will prepare a draft budget for the coming year and submit it to the Chair and Vice-Chair for approval.
		2. The Chair will submit the budget for SIC approval at the winter meeting.
		3. The SIC will vote to approve the budget at the winter meeting.
	5. Invoicing process
		1. SIC invoice payments are authorized by the Program Coordinator and MFI Executive Vice President.
2. This organization may be dissolved upon written consent of two-thirds of its Program Participant members. The SIC’s financial obligations will be fulfilled upon dissolution, and remaining assets will be disbursed in a manner to be decided by the Program Participant members, consistent with all federal and state statutes and rules.
3. This document replaces and supersedes all previous bylaws of this organization.

Adopted by 2/3 majority vote \_\_\_\_\_<Date>\_\_\_\_\_\_\_\_\_\_\_\_\_\_