



**BY-LAWS OF THE  
IOWA WOODLAND OWNERS ASSOCIATION**

**2023**

# IOWA WOODLAND OWNERS ASSOCIATION BY LAWS

As revised on November 1, 2023

## ARTICLE I NAME

The name of this organization shall be the **IOWA WOODLAND OWNERS ASSOCIATION**

## ARTICLE II PRINCIPAL OFFICE

The Principal Office and place of business location of the Association shall be in North Liberty, Iowa.

## ARTICLE III OBJECTIVES

The objectives of the Association shall be to advance the interests of woodland owners and the cause of forestry, to develop public appreciation for the value of Iowa woodlands and their importance in the economy and overall welfare of the State of Iowa and to foster and to encourage the wise use and management of woodlands and related resources in Iowa.

## Article IV MEMBERSHIP AND DUES

**Section 1.** A woodland owner is a person(s) who owns at least one acre of land that has no buildings or structures on it. It has to have 200 trees actively growing and no domestic or population of livestock in the area of growing trees.

### There shall be six categories of membership:

- A) Members**-for owners of Iowa woodlands, Regular members will have voting privileges (\$25.00 dues)
- B) Associate Member**- non-woodland owner, non-voting (\$25.00 dues)
- C) Contributing Member**- woodland owner, voting (\$50 dues)
- D) Contributing Associate Member**- non-woodland owner, non-voting (\$50.00)
- E) Friends of IWOA**-non-voting, (\$100.00)
- F) IWOA Forest Steward**, non-voting (\$250)

Further, the Board will accept new members for a one year membership at no cost, who has attended the Iowa Master Woodland Steward Program (MWSP) through the Iowa State Forestry Extension Program.

All memberships are for a calendar year. Our website has a Pay pal option for those who wish to join electronically. All members wanting an actual print copy of the newsletter must add \$5.00.

**Section 2 .** Dues shall be assessed for a calendar year and shall be payable at the time of admission to membership and annually on January 1 thereafter. Dues for new members admitted on or after July 1 of each calendar year shall be equal to the dues being assessed for the full calendar year, but the membership shall

extend from the date of admission through the remainder of the calendar year of admission, plus the full following calendar year.

**Section 3.** No dues or fees shall be refunded upon severance of membership from the Association.

**Section 4.** Each member shall receive evidence of membership. Members may be dropped for failure to pay dues according to the dues schedule when such dues become due and payable. Members may be suspended or expelled for good and sufficient cause shown by a vote of a majority of the members of the Board of Directors present at any meeting of the Board, provided the member suspended or expelled was given written notice of the meeting and the Board would be considering such suspension or expulsion.

## **Article V**

### **BOARD OF DIRECTORS, OFFICERS, AND EXECUTIVE COMMITTEE**

**Section 1.** There shall be a Board of Directors of nine regular members as provided in these by-laws. The Board of Directors shall meet at least three Board meetings annually at such time and place as directed by the President upon at least 5 days written notice. Five members shall constitute a quorum for the transaction of business by the Board.

**Section 2.** The officers of the Association shall be a President, Vice-President, and Secretary, all of whom shall be regular members of the Iowa Woodland Owners Association but none needs to be a member of the Board of Directors. The offices of President and Vice-President shall be held by different persons. No person having served two consecutive terms as President shall be eligible for election to a third consecutive term as President.

**A.** The President shall preside at all meetings of the membership and the Board of Directors and shall serve as chairperson of the Executive Council. The President shall appoint committees, call meetings, and furnish guidance to the Executive Officers. The President shall be the Chief Executive Officers of the Association with the authority to carry out those duties that may be assigned to him or her by the Board or Executive Committee.

**B.** The Vice-President shall assume the duties of the President in his or her absence or inability to function and such other duties that may be assigned by the Board of Directors or Executive Committee.

**C.** The Board Secretary shall have responsibility for keeping the records of the Association; recording the minutes of the meetings of the Board of Directors, the Executive Committee and the annual membership meeting of the Association; and performing such correspondence duties as may be directed by the Board. The Secretary shall provide copies of minutes to the Officers and Board Members. Minutes shall be available to the membership upon request or on the IWOA Web Site.

**D.** The Treasurer shall act as custodian of the funds of the Association and provide supervision over the financial affairs of the Association. The Board is authorized to require bonding for the Treasurer. The

Treasurer will provide a financial report to the Association at the annual meeting and at any time at the request of the Executive Committee or Board of Directors.

**E.** The Membership Secretary shall check the U.S. Mail box bi-weekly, to collect dues and forward such amounts to the Treasurer for deposit. The Membership Secretary shall communicate to all members on upcoming events / meetings either by electronic means or the U.S. Mail. Further, all Members' Electronic Information Data shall be sent to the President for a backup of the IWOA Data on a regular basis. The President shall keep this information secure.

**F.** Officers of the Association shall constitute the Executive Committee of the Association.

## **Article VI**

### **ELECTION OF THE BOARD OF DIRECTORS**

**Section 1.** At least 60 days before the annual meeting the executive committee shall appoint a three person Nominating Committee. It shall be the duty of the Nominating Committee to nominate at least a sufficient number of candidates for membership on the Board of Directors and to report such nominations to the President at least 40 days before the annual membership meeting. A sufficient number is that which equals the number of expiring terms plus the vacancies existing.

**Section 2.** The President shall cause a ballot to be mailed to each voting member of the Association at least 30 days before the annual meeting. The Ballots shall contain the nominations made by the Nominating Committee plus space for "write ins". Such ballots shall be voted and returned not later than 10 days before the annual meeting.

**Section 3.** At least 20 days before the annual meeting the President shall appoint three election judges who shall have the responsibility of counting the ballots returned and of submitting their report in writing to the President and Executive Committee at least 7 days prior to the annual membership meeting and of announcing the duly elected new Board of Directors at the membership meeting.

## **Article VII**

### **ELECTION OF OFFICERS**

At the annual meeting or as soon thereafter as is reasonably can, the newly elected Board of Directors shall elect the officers of the Association.

## **Article VIII**

### **TERMS OF OFFICE**

**Section 1.** Board of Directors. The terms of Directors are for three years. Vacancies shall be filled by the Executive Committee until the next annual meeting.

**Section 2.** Officers. The term of the officers are one year. Vacancies shall be filled by the Executive Committee until the next annual meeting.

**Section 3.** Each member of the Board of Directors and each officer shall serve until a successor is elected and takes office.

**Section 4.** The Board of Directors may ask for the resignation of any Board member who has missed three consecutive Board Meetings. Such resulting vacancy shall be filled per Section 1.

**Article IX  
FISCAL YEAR**

The fiscal year of the Association shall begin January 1st and end on December 31st.

**Article X  
ANNUAL MEETING**

An annual meeting of the membership of the Association shall be held during August, September or October on call of the President at such time and place as he or she deems appropriate with at least 30 day notice in writing. A quorum of the transaction of business at the annual meeting of the membership shall be those present.

**Article XI  
DISBURSEMENTS**

Disbursement of funds of this Association shall be by check signed by the President or Treasurer. Amounts over \$600.00 must be co-signed by the President for approval.

**Article XII  
OFFICIAL PROCEDURES**

Robert's Rules of Order shall govern all parliamentary procedures.

**Articles XIII  
AMENDMENTS**

**Section 1.** Amendments to the bylaws may be adopted either by the members or the Board of Directors. No amendment adopted by the members shall be amended or appealed by the Directors. Any bylaws amendment adopted by the Board of Directors shall be subject to amendment or appealed by the members.

**Section 2.** Notice of the annual meeting shall include notice of any bylaw changes made by the Board of Directors since the last annual meeting and/or of any amendments proposed for consideration by the members at the annual meeting.

**Section 3.** Amendments to the by-laws require a two thirds vote of the Membership and/or the Board of Directors.