

NATIONAL FOREST HOMEOWNERS

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POLICY MANUAL

The following is a statement of policies derived from past administrative experiences and current procedures. This manual is compiled as a guide. It should be a part of the permanent file of board officers and committee chairs. It is to be reviewed periodically to insure that it reflects current policies. These policies are approved by the board of directors and are designed to clarify the responsibilities of the board and committees. They can be amended or revised by the board of directors by majority vote.

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101 Office

The principal office and mailing address of NFH shall be located at a place designated by the board of directors.

102 Staff

In accordance with direction provided by the board of directors, staff may be individual employees of NFH or independent contractors.

A. Executive Director

1. The executive director shall function as an executive secretary and perform the duties prescribed by the board of directors, bylaws and *Robert's Rules of Order Newly Revised*.
2. The executive director shall serve as chief staff officer and is directly responsible to the board of directors. The executive director shall be involved in all aspects of NFH business, including, but not limited to:
 - a. serving as a resource for members, officers, the board, committees, staff and governmental agencies (FS, BLM etc.). Nonmembers may be charged a fee for this service based on a mutually agreeable hourly charge;
 - b. attending all meetings of the executive committee and the board of directors;
 - c. supervising staff members;
 - d. working closely with the president in managing the organization;
 - e. helping formulate and implement NFH mission, goals, objectives and related policies;
 - f. planning, organizing and coordinating NFH programs and activities;
 - g. helping to develop, maintain, and oversee the budgetary process with the finance committee and treasurer;
 - h. working with the finance and membership committees to develop and oversee implementation of fund raising and marketing activities;
 - i. preparing periodic reports for the board of directors and the executive committee;

- j. executing contracts as authorized by the board of directors;
 - k. acting as resource and liaison for NFH in dealing with all other appropriate entities;
 - l. providing board handbook and relevant materials to all directors at the beginning of their term of office;
 - m. furnishing non-board members of committees copies of relevant working materials, such as bylaws, policies and board minutes;
 - n. preparing, producing and maintaining information and resource material;
 - o. updating policy manual and bylaws as revised and updated by the board and membership respectively;
 - p. distributing current bylaws as amended to staff officers, other directors and members;
 - q. coordinating and directing staff in arranging all meetings, permittee forums and conventions;
 - r. assisting the communications committee with drafting and producing the newsletter as directed by the board;
 - s. preparing vote by mail ballot including legal requirements and directions to voters;
 - t. participating in regional, state and local tract association conferences, conventions and meetings as appropriate;
 - u. monitoring website for data accuracy and timeliness and overseeing editing and publishing of the newsletter; and,
 - v. acting in conjunction with the president as NFH spokesperson to the media, public agencies, tract association members and non-members.
3. The executive director may delegate some of the above activities with board approval.

B. Database Manager (Manager)

1. The database manager (manager) is responsible to and works in conjunction with the executive director. The manager also works in conjunction with and in support of the treasurer. The manager shall accept duties and responsibilities as assigned.
2. The database manager (manager) shall be responsible for, but not limited to:
 - a. attending meetings of the board of directors to provide assistance when requested;
 - b. maintaining relevant membership records so that information is readily available. Data should be provided to the executive director at mutually agreed upon periods;
 - c. notifying board and staff of changes in status of individual and association members;
 - d. billing individual members and tract associations in a timely manner;
 - e. notifying delinquent members and tracts of nonpayment of dues;
 - f. providing information to the board of directors, executive committee, officers and committees as directed by the executive director;
 - g. developing and maintaining a current file on member tract association membership including officers;
 - h. maintaining a file of contact persons in unorganized areas;
 - i. maintaining a data base of U.S. Forest Service personnel applicable to the interest of NFH;
 - j. providing mailing labels;

- k. working closely with appropriate officer(s) of member tract associations on matters affecting their membership and, where possible, providing assistance on other matters affecting them or referring them to the executive director for assistance;
 - l. corresponding with and clarifying membership matters with individual and associate members;
 - m. assisting with registration for conventions and forums as requested by the executive director;
 - n. implementing appropriate procedures to protect and back-up electronic and physical records; and,
 - o. providing the certified list of regular members eligible to vote to the tellers' committee chair prior to the annual election of directors, officers and nominating committee using USPS 1st class mail.
3. The database manager (manager) shall release only that membership information as an exception to the privacy policy as directed by the board and as a result of a specific request accompanied by a signed affidavit. (see Policy 211) Approved 9/05

NOTE: This position has not been filled since 2002 due to fiscal constraints. The information is retained for future reference when needed.

C. Bookkeeper

1. The bookkeeper is responsible to and works in conjunction with the NFH Executive Director. In addition the bookkeeper regularly communicates with and reports to the NFH Treasurer. The bookkeeper shall accept duties and responsibilities as assigned.
2. The bookkeeper's responsibilities in relationship to the executive director, treasurer and database manager are as follows:
 - a. the executive director receives credit card statements, retains receipts and forwards the approved statements to the bookkeeper for posting.
 - b. the treasurer receives and pays bills, contractor payments, staff and volunteer expense reimbursements, etc.. The treasurer also receives bank statements and forwards them to the bookkeeper for account reconciliation.
 - c. the database manager receives and deposits all revenues from membership fees, donations, sale of NFH logo items, coalition partner payments, etc.. The database manager sends monthly deposit reports to the bookkeeper for posting with copies to the treasurer for filing. The database manager also receives credit card statements, retains receipts, and forwards the approved statements to the bookkeeper for posting.
3. The bookkeeper's specific responsibilities shall include but not be limited to:
 - a. helping prepare the annual budget and other financial reports;
 - b. posting all deposits, credit card expenses, bank fees and other entries to the financial records;
 - c. reconciling monthly bank statements;
 - d. preparing and forwarding to the treasurer periodic profit and loss statements and balance sheets for board meetings or at a frequency specified by the board;
 - e. preparing and forwarding to the three (3) contract staff the necessary IRS forms;
 - f. preparing annual IRS 990 forms and forwarding to the treasurer for filing;
 - g. preparing and submitting the financial records in appropriate form to a CPA selected by the treasurer for an annual financial review within a reasonable time after the close of the fiscal year;
 - h. participating in board meetings as requested to provide assistance and reports. and,
 - i. performing other duties as assigned.

Revised April 2009

F. Field Director

1. The field director is responsible to and works in conjunction with the executive director. The field director serves as assistant to the executive director and focuses on membership development, fund raising and member support.
2. The field director shall be responsible for, but not limited to:
 - a. attending board of director and/or executive committee meetings when requested;
 - b. providing liaison, advice, assistance and administrative support to officers and directors regarding membership and fund raising;
 - c. providing support to the membership, convention program and finance committees and the vice president when planning forums;
 - d. contributing articles to the website, newsletter, and other mailings;
 - e. working with the executive director to implement policies and recommend actions to applicable government activities;
 - f. maintaining effective and timely communications among staff, regional and state associations; member tract associations and with individual members;
 - g. acting under the direction of the executive director, may serve as an NFH spokesperson consistent with its policies, programs and bylaws;
 - h. participating in permit holder gatherings when requested;
 - i. working directly with the ambassador program and individual ambassadors under the direction of the vice president; and,
 - j. providing leadership and action in NFH fund raising and promotional activities.

G. Government Liaison

1. The government liaison is responsible to the executive director and focuses on effective execution of legislative and regulatory activities.
2. The government liaison shall be responsible for, but not limited to:
 - a. monitoring assigned governmental legislative and regulatory activities, including judicial actions as appropriate;
 - b. developing and maintaining contacts with legislators and their staffs and with personnel in regulatory agencies;
 - c. preparing needed, analytical reports or draft policy statements including developing written material to support the NFH position on legislative and regulatory issues;
 - d. providing Washington based data or information to board members as may be requested through the executive director;
 - e. integrating government liaison goals with other program goals in areas including but not limited to financial and membership development, member services, communications and environmental policies;
 - f. serving as staff liaison to the NFH government liaison committee;
 - g. contributing appropriate articles to the website, newsletter and other mailings;
 - h. keeping informed concerning land management trends and knowledgeable of those promoting such interests;
 - i. serving as spokesperson for NFH on governmental affairs and participating in conventions and permittee forums as requested; and,
 - j. attending board of director or executive committee meetings when requested.

110 Officers – Qualifications and Duties**A. Qualifications:**

1. Nominees for president shall have
 - a) current regular membership in NFH;
 - b) been active in NFH affairs; and
 - (c) demonstrated leadership abilities and dedication.
2. Nominees for vice president shall have the same requirements as president.
3. Nominees for treasurer shall have the same requirements as president and have had experience as treasurer for a non-profit organization or comparable qualifying experience.
4. Nominees for secretary shall be a current member in NFH.

B. Duties:

1. President. The president is directly responsible to the board of directors and ultimately to the membership. The president is responsible for the action of the executive committee, officers, staff, and committees. The president is responsible for, but not limited to, the following:
 - a. serving as presiding officer at membership, board of directors and executive committee meetings;
 - b. appointing all committees (except the nominating committee) and individuals to assist staff and officers;
 - c. serving as ex officio non-voting member of all committees, groups and task forces, except the nominating committee;
 - d. working closely with the vice president, treasurer, secretary, executive director and the manager;
 - e. contacting legal counsel on those items as personally determined or as determined by the board of directors or by the executive committee to require legal opinion;

- f. keeping the vice president informed on all NFH business;
and,
 - g. delegating responsibility got yearly orientation of
the Board
2. Vice President. The vice president is directly responsible to the board of directors. The vice president shall be informed in all matters concerning NFH business. The vice president shall assume the president's role in case of the president's absence. In case of a vacancy in the presidency, the vice president will serve until the completion of the next officer election when he/she may be a nominee for president. The vice president is responsible for, but not limited to, the following:
- a. assisting the president in all assigned duties;
 - b. planning and implementing permittee forums and reporting results to the board of directors;
 - c. working directly, maintaining contact with and overseeing the ambassador program and assisting individual ambassadors; and,
 - d. receiving and transmitting reports on and requests for tract visits.
3. Treasurer. The treasurer is responsible to the membership, the board of directors, and the executive committee. The treasurer shall chair the finance committee. The treasurer shall work in conjunction with the database manager (manager). The treasurer is responsible for, but not limited to, the following:
- a. establishing bank accounts;
 - b. collecting all monies;
 - c. disbursing all funds by check;
 - d. maintaining accurate records using acceptable accounting methods;
 - e. disbursing funds for authorized expenditures;

- f. presenting unbudgeted requests to the executive committee;
 - g. managing the investment of reserve funds with finance committee concurrence;
 - h. preparing interim financial reports for the executive committee and the board of directors when asked by the president;
 - i. having financial records audited or reviewed annually;
 - j. working with appropriate staff, officers, the executive committee, and committee chairs in preparation of a proposed budget for the board of directors;
 - k. providing budget information to the membership at its annual business meeting; and,
 - l. filing all required state and federal tax returns and other fiscal documents.
4. Secretary. The secretary shall serve as a member of the executive committee and the board of directors. The secretary shall perform such duties as called upon by the president and work in conjunction with the executive director. The secretary shall be responsible for, but not limited to, the following:
- a. recording the minutes of the annual business meeting, each meeting of the board of directors and the executive committee;
 - b. keeping on file all written reports presented at the above meetings;
 - c. having available at all meeting a current copy of the bylaws and policy manual; and,
 - d. advising the database manager and the member requesting an exception to the privacy policy of the board's decision in a prompt and timely manner. 9/05

120 Executive Committee

The basic purpose of the executive committee is to operate NFH business between meetings of the board of directors. The committee shall oversee the financial affairs of NFH, the day-to-day operations of NFH, and the executive director and staff.

- A. The executive committee shall be responsible for:
1. performing such duties as may be assigned by the board of directors;
 2. following guidelines, procedures, or directives established by the board of directors; and,
 3. recommending to the board of directors the duties, compensation and employment contracts of staff.
- B. The executive committee may be responsible for:
1. authorizing the opening of the necessary banking accounts and the signatories to such accounts;
 2. holding telephone conference call meetings at the discretion of any member. Participation in the call shall be construed as a waiver of notice of the meeting. If a member does not participate, the president must be notified of any dissent to the proceedings prior to the next regular executive committee meeting.
 3. analyzing and authorizing unbudgeted expenditure requests. All requests will be presented by the treasurer and requires a majority vote to authorize. When authorized, the treasurer shall prepare a written report to the board of directors for their next meeting. Requests which would cause the annual budget to exceed the total amount approved must be submitted to the board of directors.

- C. The executive committee is responsible for a search for the position of executive director when a vacancy occurs.
1. The responsibility shall consist of:
 - a. planning a timeline for the search which should take no longer than six (6) months;
 - b. developing and distributing position announcements and requesting applications, resumes and references to management companies as well as individuals;
 - c. rating candidates based on materials received and selecting those to be interviewed;
 - d. informing the board of directors [which] of candidates to [will] be interviewed and providing periodic reports to the board of directors as appropriate;
 - e. selecting the site and date, and arranging for interviewing the applicant(s);
 - f. preparing an interview schedule to assure equitable treatment of all candidates;
 - g. assuring the candidate is aware of all requirements of the position, employment conditions and remuneration, and scope and purpose of the National Forest Homeowners prior to the close of the interview. Ascertaining that the candidate wants and will accept the position, if offered;
 - h. making a determination of first and second choices among the interviewed candidates;
 - i. notifying the first choice candidate and securing acceptance. If not accepted, notifying the second choice candidate securing acceptance;
 - j. notifying the board of directors and notifying those applicants who were not accepted;
 - k. preparing and executing an employment agreement; and,
 - l. preparing and submitting news releases, insuring key individuals are promptly notified.

2. Where necessary, an acting executive director may be appointed by the executive committee.
- D. The executive committee shall be responsible for overseeing the temporary transfer of executive director responsibilities in instances of executive director's permanent disability, death, or leave of absence.
1. An annual review of temporary responsibilities shall be conducted.
 2. The following are some suggested temporary transfers of duties:
 - a. executive authority/USDAFS and government relations until such time as an active executive director has been appointed - president;
 - b. financial responsibility – treasurer;
 - c. membership/tract relations, office management, executive secretary and general administrative duties – database manager;
 - d. convention and associated programming efforts – program committee chair;
 - e. permittee forum programming – vice president;
 - f. contract negotiation for convention and associated programming efforts – treasurer and program committee chair;
 - g. contract negotiations for permittee forum programming – treasurer and vice president;
 - h. drafting and producing the newsletter -- communications committee with assistance and under direction of the president, the board of directors, or the executive committee; and,
 - i. preparing the vote by mail ballots -- bylaw and policy committee chair / database manager.

130 Board of Directors

- A. The board of directors shall be responsible for:
1. receiving reports, and delegating tasks to the executive committee and staff for implementation;
 2. directing the executive committee, when appropriate, to take specific action between board meetings;
 3. recommending bylaw changes to the membership;
 4. approving policies and procedures;
 5. establishing goals and monitoring progress;
 6. approving the annual budget;
 7. electing an at-large member to the executive committee in consultation with the nominating committee;
 8. obtaining periodic input from the membership regarding needs and goals;
 9. planning, developing and evaluating NFH policy;
 10. providing support to committees;
 11. establishing committees;
 12. ratifying all appointments;
 13. receiving a specific list of nominees and unedited biographies from the nominating committee at the board's last pre-election meeting;
 14. approving the fiscal year in consultation with the finance committee;
 15. approving meeting places and dates, including the annual business meeting, the board of directors meeting, and permittee forums;
 16. establishing membership dues and admission fees;
 17. selecting legal counsel and accounting firms; and,
 18. deciding exceptions to the privacy policy when sought by a member.

9/05

- B. Directors may participate in a meeting by means of a telephone conference or similar method of communication by which all persons participating in the meeting can communicate with each other.
- C. The board of directors may develop policies for the participation of associate members in NFH activities with the exception of serving on the executive, nominating and finance committees.

140 Committees and Task Forces

IN GENERAL: Members of standing and special (or ad hoc) committees should be selected to provide the strongest possible group for handling its defined task. At least one member should be a director. The term of standing committee members coincides with the president's term. Task forces appointed to investigate and report on specific issues could be larger and represent, as far as possible, all points of view so that its opinion will carry maximum weight. The term of task force members extends to completion of the task or area of study. Committees report regularly to the appointing body.

Chairs and members of committees and task forces shall be chosen for their NFH experience and their special aptitude for the work of the committee. Associate members may serve on committees other than the nominating committee, executive committee or finance committee.

Committees and task forces may hold telephone conference calls at the request of any member and when approved by the president.

141 Nominating Committee

The selection of a nominating committee is extremely important as the members are the ones that place in nomination the leaders of the organization. Only regular members in good standing shall be considered to serve on the committee.

The nominating committee shall be composed of five (5) regular members one of whom shall have served the previous year and one a director. In addition, it is essential that the committee represent the most diverse geographical cross-section possible of the entire recreation residence program.

Names may be proposed by the board of directors, other members, or by self-nomination. Nominees will be recommended by the nominating committee. Members will be elected by the membership to serve on the year-round nominating committee. Their term is for one year. They may be elected to serve three (3) consecutive terms.

Duties: The nominating committee shall elect its own chair to serve for that year. The chair shall be considered the most knowledgeable in the committee's unique proceedings and shall be perceived as being unbiased. The committees duties are to:

1. contact incumbent directors eligible for reelection and determine willingness to serve another term; If yes, his/her name is to be recommended to the membership;
2. seek candidates for officers, other directors, the nominating committee and the member-at-large of the executive committee by newsletter articles, and indirect solicitation;
3. consider candidate's reputation, local tract experience, and NFH history;
4. keep a roster, updated annually, of qualified regular members eligible for office or having attributes benefiting the board;
5. meet to discuss and select its best choices for nominees;

6. assign a committee member to contact the choice(s) to ensure he/she will serve if elected (no prospective candidate should be contacted by an individual committee member prior to the committee meeting);
7. provide an outline to be followed by candidates to write their brief biographies; and,
8. make nominee recommendations in the form of a complete report to the board, the executive director and to the membership.

The committee may nominate more than one candidate for each open position. Nominating committee members are not barred from becoming candidates themselves. Nominees are afforded the opportunity to submit a brief (not to exceed 150 words/numbers) factual statement for member's consideration when voting. The slate and the unedited biographies shall be presented to the board at its meeting prior to the call to convention. The slate is also forwarded to the executive director who shall oversee preparation of the printed ballots for the mail election. At any time during the year, when vacancies occur in an office or on the board, the committee may be called upon to offer candidates for the board's consideration.

There shall be oversight by the board of directors of the committee's performance in implementing its duty to provide the board and the executive director with the committee's slate and unedited biographies at the board meeting prior to the call to convention. Adherence to the above duties is mandatory keeping in mind protecting the committee's confidential deliberations. 4/06

142 Standing Committees

IN GENERAL. The chairs of committees shall be selected by the president and ratified by the board of directors. The president may appoint co-chairs of committees. The president, the executive committee or the board of directors have oversight over the performance of each standing committee.

- A. Finance Committee. The finance committee is responsible for recommending to the board of directors all matters relating to NFH money management, including dues structure, fees for special NFH events, reimbursement and expense policies, financial development, forecasts of financial needs, budget development and publication and fund-raising. The treasurer shall chair the committee. Two other members, not on the executive committee, shall be appointed to the committee. The committee shall be responsible for, but not limited to, the following:
1. receiving budget proposals from committee chairs, the treasurer, executive director, and president;
 2. managing the investment of reserve funds;
 3. recommending a budget to the board of directors;
 4. recommending the fiscal year to the board of directors; *and*,
 5. reporting annually to ensure the membership is fully informed and has input in a timely manner.
- B. Membership Committee. The membership committee is responsible for, but not limited to, the following:
1. recruiting NFH members;
 2. recruiting committee members;
 3. working closely with the treasurer, the executive director and staff, and other committees;
 4. developing promotional membership campaigns and strategies;
 5. developing strategies to promote retention of individual and association members; and,
 6. developing a subcommittee on marketing, if needed.

- C. Government Liaison Committee. The government liaison committee is responsible for, but not limited to, the following:
1. developing methods and means to provide close and continual liaison with the USDAFS and governmental officials and agencies at all appropriate levels;
 2. seeking clarification and/or obtaining interpretation of federal laws, regulations and policies and communicating this information to NFH at appropriate intervals;
 3. monitoring legislative and government proposals, programs and actions and recommending appropriate NFH response in concert with the government liaison contractor;
 4. developing legislative concepts for consideration by the NFH board of directors; and,
 5. recruiting committee members.
- D. Program Committee. The program committee is responsible for, but not limited to, the following:
1. developing a detailed convention plan and submitting it to the president and to the newsletter editor;
 2. providing for a variety of workshops and/or seminars for membership involvement and education;
 3. arranging for registration which includes personnel and handout materials;
 4. developing and distributing all printed materials to convention members;
 5. developing and displaying exhibits at the convention site;
 6. striving to meet members' needs in their education and enlightenment;
 7. developing with the treasurer a convention program budget and separate accounting for the annual convention. The convention should be self-supporting; and,
 8. recruiting committee members.

- E. Bylaw and Policy Committee. The bylaw and policy committee is responsible for, but not limited to, the following:
1. recommending amendments of bylaws to the board of directors and to the membership at its annual meeting;
 2. recommending policy amendments to the board of directors;
 3. reviewing all recommendations from board members, committees and members for policy amendments before they are presented to the board of directors; and,
 4. undertaking a periodic review of the policy manual and reporting to the board, when needed.
- F. Environmental Committee. The environmental committee is responsible for, but not limited to, the following:
1. serving as a factual resource on environmental, heritage and regulatory laws;
 2. identifying, clarifying available information on environmental issues, including those listed in Forest Plans which would potentially affect cabin owners;
 3. establishing NFH as an environmentally aware organization;
 4. offering convention programming suggestions to the program committee; and,
 5. recruiting committee members.

G. Communications Committee. The communications committee serves and works closely with the president, the executive committee, the board of directors, the various committees of NFH and its staff particularly the executive director. The communications committee is responsible for, but not limited to:

1. producing the NFH newsletter as directed by the president, the executive committee, and the board of directors;
2. developing, updating and administering the NFH website;
3. providing assistance in the preparation of news and informational releases as requested;
4. developing and recommending new and/or revised communications systems to meet changing situations and needs as requested;
5. assisting in the design of and the recommendations for changes to printed materials and publications as requested;
6. providing assistance and undertaking projects as needed to further and improve NFH communications as requested; and,
7. recruiting committee members.

143 Special Committees and Task Forces

Special committees and task forces shall perform such duties as assigned.

150 Permittee Forums

- A. The vice president has the overall responsibility for planning a forum and coordinating such efforts with the president and executive director. Forum planning shall include, but not be limited to:
1. developing each forum plan and schedule. Making certain that everyone involved in the forum program receives appropriate information well in advance of the forum;
 2. planning varied and appropriate activities (workshops, seminars, discussion groups, etc. for those attending). These activities need to help meet the goals of NFH;
 3. being cognizant of permittee needs in the area of the forum and addressing these if possible;
 4. keeping board members apprised while developing the forum plans and involving board members during the implementation of the forum;
 5. staying in contact with the presenters to ensure that their needs are met (audiovisual, PA system, copying, etc.);
 6. creating and reproducing the needed printed material for those attending; and,
 7. developing and implementing an evaluation process for the forum and following up with a written summary of the forum.
- B. The vice president shall report to the board of directors after each forum. Information shall include attendance, finances, critiques of programs and presenters, evaluations, suggestions for subsequent forums and sites.

160 Convention Procedures

Where possible, the site selection process for the annual business meeting and convention should be accomplished on a two year in advance cycle. The board of directors shall select the city/area for the meeting. The executive director will determine the place and dates. This information should be made available to the members at the preceding year's meeting.

161 Date of Annual Meeting

The annual meeting shall be in March, April or May.

170 Policy Review

The policy manual shall be reviewed by the bylaw and policy committee upon direction of the board of directors as needed.

180 Other

201 Voting Procedure

- A. Voting shall be limited to regular members.
1. Bylaws may be amended with proper notice (not less than thirty {30}days), by two-thirds (2/3) affirmative vote of eligible members present and voting at the annual business meeting. The quorum shall be a majority of the regular members who have registered as attending.
 2. Officers, other directors and nominating committee members shall be elected by ballot printed and mailed to certified regular members using United States Postal Service (USPS) first class mail. The number of returned ballots received by the specified date shall be the quorum.
- B. Voter Certification shall be made by the database manager. The manager shall furnish to the tellers' committee chair a list of the names, mailing addresses of record and member numbers of all regular members legally entitled to vote. The manager should certify as corrected to the date as of which the ballots are mailed. Regular members eligible to vote are those whose dues have been received by the manager within twelve (12) months prior to the mailing of the ballots.
- C. The Voting Process shall not be suspended even by a unanimous vote.

The process shall:

1. include along with a ballot, a brief factual statement of the nominee's status, NFH and/or local tract history and personal qualifications prepared by the nominee and not to exceed 150 words; and,
2. allow for the ballot to be sent and returned by the specified date using USPS first class mail by newsletter printed as part of and sent to every certified regular member to :
 - a. mark, fold, tape, stamp and return to tellers' committee chair
OR
 - b. enclose ballot in the voter's own envelope to address, stamp, and mail to tellers' committee chair.

NOTE: Mailing of ballots MUST allow for the greatest chance of being received by the voters at least thirty (30) days prior to the annual meeting.

Additional process: Ballot may be returned by hand-delivery in a sealed envelope in all scenarios.

- D. A printed ballot implementing vote by mail shall:
1. be prepared in advance by the executive director;
 2. contain space for voter's printed name, signature and NFH member number;
 3. list the positions to be filled with the names of all nominees for each position followed with a blank space or box which the voter may check for an affirmative vote;
 4. allow space(s) for eligible write-in candidate(s) for each open position;
 5. include full instructions for marking, folding and returning the ballot by the required date. These instructions shall:
 - a. state the required (plurality or majority) votes necessary to be elected in each ballot section; and,
 - b. direct that marked ballots be returned to the tellers' committee chair postmarked at least fourteen (14) days prior to the annual business meeting. Hand delivered ballots in a sealed envelope will be stamped with the date of receipt by the tellers' committee chair.
 - c. be the responsibility of the communication committee (newsletter editor).
 - d. meet legal requirements with oversight of ballot production by the executive director.
- E. A tellers' committee consisting of a minimum of three (3) and not more than five (5) members residing in close geographical proximity shall be appointed by the president and ratified by the board. The president shall appoint the chair. Tellers are chosen for accuracy and dependability, impartiality and reliability, and should have no direct personal involvement in the result of the vote. (04-08)

The tellers' committee duties are to:

1. receive the certified lists of regular and associate members for the election of officers, other directors and nominating committee; (04-08)
2. collect the reply envelopes and indicate the receipt date of those hand-delivered;

- 3. compare and check off the marked ballots using the certified list of regular members verifying the member number and name;
- 4. retain separately those ballots postmarked late without recording the votes;
- 5. count and record the votes of proper ballots for each candidate and write-in as follows:

Officers (separate tally for each position)

Number of votes cast _____
 Necessary for election _____ [maj. or plur.]
 Candidate name _____
 Candidate name _____
 Write-in name _____
 Illegal votes _____

Director(s)

Number of votes cast _____
 Number to be elected _____ or
 Vote for (x) number _____
 Candidate name _____
 Candidate name _____
 " _____
 " _____
 Write-in name(s) _____
 " _____
 " _____
 Illegal votes _____

Associate Director

Number of votes cast _____
 Vote for (x) number _____
 Candidate name _____
 Candidate name _____
 " _____
 " _____
 Write-in name(s) _____
 " _____
 " _____

Illegal votes _____ (04-08)

The tally procedure followed for recording the nominating committee votes is similar to officer sections except that one member of the nominating committee must have served the previous year and one must be a director. The other candidates receiving the highest number of votes are elected to complete filling the committee of five.

If a member votes for too many candidates for a given position, that particular section of the ballot is illegal. Illegal votes cast by eligible members are considered for purposes of computing the necessary number to be elected.

6. treat each section of the ballot as if it were a separate ballot;
 7. seal the counted ballots and unopened late ballots envelopes in a separate parcel after counting; and,
 8. forward the complete tally report to the president written and signed by the committee. The tellers' report should not include the number of members eligible to vote. (01- 08)
- F. The president announces the full results at the annual business meeting and declares the names of those elected. The entire tellers' committee report is included in the minutes. In case of a tie in any position, a flip of a coin by the executive director will determine the winner.

The parcel with late envelopes and counted ballots is stored with the tellers' committee chair and shall be destroyed ninety (90) days after the election results are printed in the newsletter. (01-08)

In case of challenge to the voting process -- not the outcome -- the board of directors shall be the hearing body and its decision is final.

Approved 4/06 as revised 9/07

210 Categories

(Also see membership category discussion under 410 – Dues)
incorporated rewording with Section 410 also --

A "Member" is defined as a permit holder, spouse of a holder, co-holder or person with a financial interest in a recreation residence covered by a special use permit issued by the FS. The person is eligible to be a member, pay annual dues to NFH and may vote in NFH elections.

A "Member Tract" is defined as a tract association collecting NFH dues from its members, forwarding those dues and continuously updating its member list with NFH.

An "Associate" is defined as a person or an organization who has an interest in the purposes and/or services of NFH.

A member paying dues through his/her member tract association is defined as a "Member Tract Member" or "Member Tract Associate Member."

211 Privacy Practice -- Confidentiality

211 Privacy Practice -- Confidentiality

- A. As a general policy, personal information on members as found in NFH records shall not be released *to non-NFH individuals or organizations*.
- B. *To NFH members* the release of membership data, including name, *mailing and e-mail* addresses, contact information and cabin location is permitted *by the board* for NFH business and membership purposes; for example, to solicit membership and locate prospective members. Any such release shall be preceded by signed acknowledgement of the policy regarding confidentiality. Revised by NFH 4/09
- C. Any exception to this policy must be approved by the board of directors. The following process must be adhered to:
1. only a member's name and mailing address as found in the current official NFH membership record may be disclosed by the board without that member's written permission;
 2. in order to obtain information, a signed affidavit must be submitted to the board by a member with standing or the member's agent disclosing the exact nature and use of the information requested;
 3. the board shall review in a timely manner each written request to disclose membership information, and the secretary shall send written notification of the board's decision to approve or disapprove disclosure of membership information to the requester and to the database manager;
 4. the database manager shall only release information as directed by the board or as required by law or a court order;
 5. if approved, the disclosure of NFH membership information will be at a time, place and method determined by the database manager;
 6. all costs for making copies or extracts of records are to be borne by the person making the request; and,
 7. annual publication of the privacy policy shall be printed in the NFH newsletter.
- D. The following are examples of reasons to deny a request for NFH membership information:
1. to solicit money or property;
 2. for any commercial purpose or a purpose in competition with NFH;
 3. to sell to any person; or
 4. for any other purpose not in his/her interest as a member.

- D. The release of membership data, including name, address, contact information and cabin location is permitted for NFH business and membership purposes; for example, to solicit membership and locate prospective members. Any such release shall be accompanied by notification of the policy regarding confidentiality. (Adopted 4/07)

220 Special Interest Groups

230 Association Assistance

310 Goal-Based Management – Plan, Purpose and Description

On February 3, 1996 the board of directors approved a motion that the Goal-Based Management Plan be retained as a resource and not adopted as policy.

320 Ambassador Program

Directors and members are referred to a separate manual fully describing the Ambassador Program. To briefly summarize --

A. Mission:

1. to facilitate direct and responsive assistance to member tracts and individual members;
2. to visit with and promote membership of identified nonmember tracts and individuals; and,
3. to provide timely and accurate information on local conditions and issues affecting the recreation residence program to NFH officers and board.

B. Goals:

1. to nominate, select and train ambassadors knowledgeable of the NFH organization, policies and current issues, and able to represent these to recreation residence permittees;
2. to enable the NFH to be a responsive and effective presence in local tract and permittee issues wherever the recreation residence program exists on National Forest and public lands; and,
3. to provide the NFH officers and other directors with timely local information and perspective on issues affecting recreation residences to ensure that NFH is kept aware of permittee concerns.

- C. Oversight: the vice president is responsible for the implementation of the ambassador program and offers assistance to individual ambassadors.

400 FISCAL AFFAIRS

NFH has two (2) separate budgets: the operation and management budget and the convention budget. The NFH operation and management budget is developed by the finance committee under the direction of the treasurer. The convention budget is developed by the executive director in conjunction with the program committee under the direction of the program committee chair. The operation and management budget is funded by member dues. The convention budget is funded by registration fees paid by convention attendees and is a flow through fiscal event and should be self-supporting. Items to be considered when setting registration fees include and are not limited to: programming including fees and expenses to special speakers, costs of the property's fees, such as meeting room rentals, audio visual equipment, break-out food and drinks, meals, workshop expenses and supplies, and production plus related costs of registration materials. Expenses associated with the annual business meeting shall be paid by the operation and management budget.

Revised 9/07

Check Signatures: Checks issued by NFH must be signed by a designated signer. Two (2) signatures are required for checks of five thousand dollars (\$5000) or more. Designated signers are the treasurer, president, and vice president. No designated signer is authorized to write and sign a check payable to him/herself. (Adopted 09/06)

401 Fiscal Year

The fiscal year shall be the calendar year: January 1 through December 31. (Approved 01/05)

410 Dues

The annual dues shall be:

- Members - \$40
- Member Tract Member - \$35
- Associate - \$25
- Member Tract Associate - \$20

- A. A Member: A permit holder, spouse of a holder, co-holder or person with a financial interest in a recreation residence covered by a special use permit issued by the FS is eligible to be a member and pay annual dues. (Bylaws, Article II, Sec. 1 & 2)
- B. Member Tract: A tract association collecting NFH dues from its members, forwarding those dues and continuously updating its member list, are considered member tracts. No lower limit on the minimum number of cabin owners is set to qualify for the \$35 dues fee as long as the association collects the dues. An Associate can qualify for the \$20 when the association collects the dues.
- C. An Associate: A person or an organization having an interest in the purposes and/or services of NFH may become an Associate. Such a member shall not be eligible to vote at annual business meetings. One associate shall be on the board of Directors and shall have a vote on that body. (Bylaws Article II, Section 3) (04-08)
- D. Direct payment membership cycle and membership eligibility: member or associate membership shall be based on the calendar month in which they pay dues to the database manager. Billing for dues shall be in the same month each year. A Member whose dues remain unpaid 60 days after the billing date, and who has been advised by mail at least once during that time, shall be dropped from membership.
- E. Member Tract cycle and eligibility: Member tracts shall be notified of their annual billing in May/June of each year. Tracts may set their own payment date.

420 Bonding

NFH funds and receipts shall only be handled by officers, other directors, staff and employees who are bonded. The amount of the bonding and the designation of those to be bonded shall be determined by the board of directors upon the recommendation of the treasurer.

The NFH president, vice president, treasurer, executive director and database manager shall be bonded at a minimum level of \$30,000. No other officers or employees currently require bonding. Costs for bonding shall be paid by the corporation if requested.

Revised 9/07

430 Budget

- A. The treasurer shall establish a budget cycle annually and notify all those with budgeting responsibility of the submission dates. Committee chairs and others with budgeting responsibilities shall submit a budget request to the treasurer for the upcoming fiscal year. Committee expenses include postage, copying, telephone calls and supplies. Expected travel requirements to board/executive committee meetings should be identified in the budget request. The treasurer shall combine such travel costs in the Board Meeting Support sub-account and are not part of the individual committee budget.
- B. The annual budget shall be prepared for the 12 months covering the fiscal year. A proposed budget shall be submitted by the treasurer to the board of directors at their fall meeting for approval.
- C. Changes to the budget for the fiscal year may be made anytime upon approval of the board of directors.

440 Expenses, Reimbursements and Practices

- A. Expenses: All requests for expense reimbursement shall be submitted on the approved expense request form with receipts attached.
1. Expense forms shall be submitted within sixty (60) days of the meeting or expenses will be considered a donation.
 2. Those requesting expense reimbursements shall ensure any expenses they wish to donate are properly indicated on the expense form.
 3. Directors are expected to pay the cost of registration to attend the annual convention. Individual exceptions to this policy are solely at the discretion of the president.
- B. Reimbursement policies, in general
1. Newly elected directors and continuing board members are expected to attend the board meeting following the annual convention. They shall be reimbursed for round trip travel and additionally, one night's lodging and meals if their flight schedule does not allow departure on the date of the board meeting. Budget responsibility: treasurer.
 2. Former directors who are not reelected are not authorized reimbursement for lodging and meals for attending the board meeting following convention unless specifically invited to attend the board meeting by the president. The president shall notify the treasurer in writing of those invited to attend the board meeting. Budget responsibility: president & treasurer.
 3. All officer and other director nominees appearing on the ballot, whether or not they are elected, are authorized reimbursements for round trip travel to attend the annual meeting as described in C.1.a. Budget responsibility: treasurer & nominating committee chair.

4. Convention program chair/co-chair may be reimbursed for one night's lodging and working meal costs for advance arrival to make final convention arrangements when approved by the president. These costs shall be included, where possible, as a part of the convention budget. If the convention program chair feels the addition of these costs would raise the registration fee to an unacceptable level, that information including the cost should be presented to the board/executive committee with a request the costs be covered from the NFH operating budget. Budget responsibilities: convention program chair.
5. Committee chairs or their designees and others, when requested by the president to attend board meetings, shall be reimbursed in the same manner as directors. The president shall notify the treasurer in writing of those invited to attend the board meeting. Budget responsibility: president and treasurer.
6. Ambassadors may be reimbursed with pre-approval by the vice-president for their round trip travel and other expenses for attending tract meetings or training sessions at the same rate as directors. Authorized expenses can include lodging and working meals.

C. Reimbursement Practices, specifically.

1. Board:
 - a. Travel -- for board meetings and conventions:
 - 1). the lesser of round trip costs
 - a). coach airfare or
 - b). auto mileage at the current IRS business rate.
 - 2). airport parking
 - 3). round trip mileage to and from the airport.
 - b. Lodging
 - 1). at fall & winter board meetings, two nights maximum;
 - 2). at convention board meeting - not covered unless their flight schedule does not allow departure on the day of the board meeting.
 - 3). extra night(s) including attending a tract visit are at the director's expense.

- c. Exceptions. The board has clarified that travel and lodging for other unbudgeted NFH related activities shall be reimbursed only with prior approval of the executive committee.
2. Staff: Contract staff is reimbursed for all of the above plus meals, travel, telephone, and other job-related expenses.
3. Conventions and Forums:
 - a. Forum Attendance Fee: the per person fee for attendance at forums is \$15 including USFS personnel unless they are speakers, in which case the fee is waived.
 - b. Convention and Forum Fees, Reimbursements and Honoraria:
 - 1). non-NFH members listed on the program as convention speakers will not be asked to pay the convention registration cost except for the cost of meals. Where they are named as speaking concurrent with a meal there will be no charge for that meal.
 - 2). USFS staff, other government agency staff and non-NFH members who participate as ordinary attendees and are not a part of the program will pay the full registration cost for the days they are in attendance.
 - 3). the waiver of fees and costs for speakers may be recommended to the board or executive committee by the convention or forum program chair where unusual situations exist, such as presentations requiring special expertise, or extensive preparation by that individual.
 - 4). honoraria and reimbursement of costs and expenses for speakers may be recommended by the convention or forum program chair, and will be allowed if authorized by the board or executive committee. (added January 2009)
4. Others: Ambassadors, committee chairs, co-chairs and members may be fully reimbursed for budgeted committee related expenses. Budgeted expenses may include committee materials, printing, conference calls, etc.

441 Board Meeting Expense Reimbursement

Board members shall be reimbursed for their travel, hotel and working meals to travel and attend board meetings as stated above. Board members are expected to pay for all their other meals and incidentals. NFH shall similarly reimburse non-board members who are specifically invited to attend the board meeting.

442 Tract Meeting Reimbursement

Directors, Ambassadors and staff who have been requested to attend meetings of tract associations may be reimbursed for pre-approved travel, lodging and working meals associated with those meetings. Tracts are encouraged to host the NFH guest.

450 Fund-Raising and Marketing (To be developed by the finance and the membership committees.)

400 COOPERATING GROUPS AND COALITIONS	500, 510, 520, 530
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500 COOPERATING GROUPS AND COALITIONS:

510 National Alliances

520 State Alliances

530 Local Alliances / Associations

600 CURRENT AND HISTORICAL POSITION STATEMENTS**600****600 Current and Historical Position Statements**

(This section will contain past position statements which are no longer relevant but retain historical significance, and current position and policy statements related to timely issues in which the organization is involved.)

700 BOARD INTERPRETATION**701****701 Bylaw and Policy**

A. Bylaw Sections regarding officers and directors:

1. officers are directors;
2. the term limits of officers are treated separately; and
3. the phrases in Article VIII, Section 2 "Three consecutive terms" refers to a specific office. (Adopted October 1997)

B. Bylaw Sections dealing with term counting for different positions:

1. counting starts in 1995 if elected at that time for a specific position;
2. if elected in 1994 and the term for specific position was still running in 1995, then that is the first term and being reelected in 1996 for the same position would be the second term; and
3. elections before 1994 can be ignored. (Adopted October 1997)

800 (RESERVED FOR FUTURE USE)**900 AMENDMENTS TO THE POLICY**

Adopted 1995

Reviewed and Amended 2006 -2008