



Forest Stewards Guild

Student Chapter Manual

As revised from a student manual for JGI, written by Colleen Robinson



Getting Started

This section offers initial considerations and resources that help in the creation of a strong and successful college Forest Stewards Guild Student Chapter.










Table of Contents

Considerations	3
Official Group Status	4
Finding an Advisor	5
First Meetings	6
Recruitment	7 - 9
Logo and copyright requirements.....	10
Forest Stewards Guild intro and mission.....	11-13
Example by-laws.....	14-17

Considerations

Keep these in mind as you start *and* return to them regularly:

-  Acquire a good understanding of what The Forest Stewards Guild is so you can effectively share the history and philosophy with others. Learn from this manual and other FSG materials. Be sure you know the logo and materials requirements.
-  Locate other nearby FSG groups, contact them and exchange ideas. Ask FSG to check the membership list for your area.
-  Find students in your college who are interested in helping you start the group. Talk to friends, classes, and other groups.
-  Find a professor or staff member willing to serve as an advisor for the group. Talk to professors you know well or get referrals from FSG headquarters.
-  Brainstorm project ideas and group formats.
-  Students should connect with active professional Guild members to participate in upcoming events.
-  Always make it a point to think forward. Especially at the beginning, with a flood of great ideas and events or projects to launch, you serve yourself well to pace things and plan out ahead on the calendar with your great ideas, rather than doing it all at once or too much at a time. This keeps things fresh over time and reduces the risk of “burnout.” After all, college students are busy people!



Official Group Status

Each college has unique requirements for recognizing campus groups as official student organizations. Some help fund student organizations. Some simply allow them to use specific meeting rooms, equipment/supplies and fundraising options on campus. Some do not even have official groups.

FIND OUT THE DETAILS OF STARTING AND FUNDING STUDENT ORGANIZATIONS ON YOUR CAMPUS SO YOU CAN PLAN AHEAD AND DECIDE IF YOUR FSG GROUP WILL BENEFIT BY BEING “OFFICIAL.”

Setting up an official student organization usually provides more benefits than hassles. Although it may *seem* difficult, it is generally easy but sounds intimidating because of all of the guidelines.

Potential Benefits

- Funding for activities, materials, mileage reimbursements.
- Office space with computer, phone, desk, storage space.
- Full participation in annual campus events and fundraisers such as a free booth at a student involvement fair or profit sharing in a campus wide fundraising event.
- Increased recognition by professors, students, and staff.
- Free use of supplies and equipment such as construction/butcher paper, copiers, fax machines and more.
- Internship opportunities with professional Guild members

Potential Requirements

- Write and defend an annual budget for the student organization.*
- Construct a group constitution.*
- Secure an advisor.
- Group keeps only the *profit* gained from fundraisers.

* often consists of filling in blank forms provided by the college.

Finding an Advisor

EVERY FSG student chapter can benefit from having a faculty or staff advisor on board.

Potential Benefits

- Recruitment support
- Event planning support
- Signature authority for permits, fund-raisers and other official documents
- Project guidance
- Community connections
- Fundraising support and connections
- Increased assurance that the college FSG student chapter will last longer than a few student leader's academic careers.

Look for these in potential candidates:

- A personal interest in the FSG program's mission
- A personal interest in your group's beliefs and activities
- Some available time (see below)
- Consider prioritizing, or at least balancing, freshman and sophomore recruitments, as these individuals have the option to stay in the group longer and provide some longevity and build expertise in the chapter.
- Enthusiasm
- Willingness to work with students and student groups
- Leadership and guidance abilities rather than desire to control group projects



Talk to professors you know well or get referrals from FSG main office

Describe your request to potential advisors:

- The amount of time to be contributed is flexible
- Advisors must stay updated on group activities and status
- The advisor's role *may* consist of signing documents, attending group meetings, helping to guide activities and serving as a resource for projects, fundraising, advertising, recruitment, and more.
- **“What our group needs most from an advisor at this time is....”**

First Meetings

Agenda suggestions

- ✓ Select a day of the week to meet (weekly, bi-weekly or monthly).
- ✓ Compare schedules and designate a specific time and place to meet
 - TIP Meet in or near your group's campus office or at the library for good access to resources.
- ✓ Hand out FSG newsletters and brochures. Discuss the program's mission and encourage group members to share FSG information with others on campus.
- ✓ Brainstorm project ideas and scope. Encourage group member's input to identify potential projects and activities, i. e. communicating with FSG professionals, lining up guest speakers, attending workshops and field sites.
- ✓ Brainstorm and discuss group goals and the funding needed to meet them.
- ✓ Plan activities and set meeting dates for the term.
 - TIP Coordinate activities with member's class studies or interests.
 - TIP Plan only the activities that have members willing to lead them (you can always take on more later)!
 - TIP Treat special events, guest speakers, field trips and fundraisers as activities; complete with the leaders to accomplish them.
- ✓ Discuss who will run for (if you have elections) or fill specific leadership roles for recruitment, treasurer, submission of activity reports to FSG student chapter members, meeting minutes and emails, community contacts, communications, etc

Recruitment

“Often overlooked during successful activities and projects, recruitment is one of the single most important ongoing activities a college group must focus on.

Despite graduation and ever-changing priorities and schedules, a constant effort to gain and train new members can keep great projects alive and possible.” ~ Colleen Robinson, Forest Stewards Guild Communications Coordinator



“Take recruitment with you.” Instead of adding another commitment to your schedule, make it a part of what you *already* do each day:



Make an announcement in your classes once each month. Keep it short, but include the FSG mission, one of your projects and let students know that new ideas are welcome.

In all recruitment efforts, include meeting times, locations and a general invitation to attend; “New members always welcome,” or “Interested students are welcome!”



Assign a group member to the ongoing task. Let an outgoing or dedicated member devote most of their group time and commitment to recruitment.

Potential duties for recruitment leader

- Develop an **email that all members can send to their friends**. Ask friends to forward it to others.
- Develop an **email that members can send to their professors**. Ask them to forward it to their students and colleagues.
- Develop a **list of information that members can give to their professors**. Ask them to announce this to the classes they teach, once each term. Keep it short, so it can be saved on the board.
- Create a poster to hang around campus (follow all logo requirements).
- Create a social media venue for your student chapter (please follow logo requirements)

Student org website for recruitment



Develop a website for your group. Delegate an appropriate group member for this and other tasks that require specific skills. Be sure to follow all copyright and logo requirements.

Many colleges offer free web space to students and official student organizations

Potential Information to Include on the Website

- Name of group, mission, contact information.
- Names of current members or group leaders.
- Meeting times and locations.
- Descriptions and pictures of projects/activities.
- Times and locations of projects/activities.
- Description of member benefits...why should students join this group?
What will they get out of it?
- Link to FSG Website (<http://foreststewardsguild.org>).
- Information on the number of FSG student chapters in the state, the U.S. (get from main FSG office).

Recruitment Tips



Never, never, never give up! Student's priorities and availability change regularly. What is not right for someone today, may be what they dedicate themselves to tomorrow. **Make recruitment ongoing.**



Always let members know **“what is in it for them.”** Be sure to follow through, and be sure members know that success is everyone's responsibility.



Allow for group flexibility. Some students will want to gain lots of experience in their senior year, while others will only be able to give a small amount of time over many semesters. **All should have a role that they can play.**



Make joining easy. Pick a consistent meeting location, time and meet every week, if possible. Keep membership dues \$5.00 or less per term. Dues help members feel ownership in the group, NOT provide the bulk of group funding.



Allow time in every meeting to **acknowledge new faces** and introduce the group to them. It is important for people to feel welcome and familiar.



Keep meetings to a consistent length of time. Members can schedule their involvement and know how much time to expect out of their day.



Logo and copyright requirements

Student chapters may wish to use the FSG logo or create their own for promotion of the group. The following requirements apply:

- ▶ Obtain the official Forest Stewards Guild logo from the FSG main office with a request to (membership@forestguild.org) so that colors and fonts are intact.
 - Any use of the official organization logo must be cleared from FSG main office.

- ▶ For student chapter promotions and materials, the logo without the “putting the forest first” tagline may be used, with your school’s name or chapter name as the tagline instead. This serves nicely as a logo for your student chapter, while maintaining the connection to the national FSG organization.
 - You may edit the logo tagline or ask FSG main office to edit a logo image with your student chapter/school name for you and send you the image.

- ▶ Any photos taken from the FSG website or other materials must be accompanied or footnoted with the proper photo credits.
 - If a specific photo credit is not found on the website or printed materials from FSG, you can assume the credit should be “Forest Stewards Guild.”

Introduction

The Forest Stewards Guild is a professional organization of forest stewards, natural resource professionals, and others who are passionate about restoring and sustaining the integrity of our forests while meeting the needs of the communities that rely on them. The Guild is a national, non-profit organization (501(c)3). We have regional projects and programs across the country. Read more online at <http://forestguild.org>.

Read the Forest Stewards Guild's **2018 Annual Review**.



The Forest Stewards Guild believes the first duty of a forester, and affiliated professionals, is to the forest and its future. Guild staff, members, and partners collaborate to:

- Support current forest stewards
- Engage new forest stewards
- Practice stewardship in action

Our values and activities include:

- We value responsible forest management that places the highest priority on maintaining and enhancing the entire forest ecosystem, imitating nature's processes.
- We value the importance of field observation, experience, science, and continuous learning to the practice of forestry.
 - We practice and teach forestry that sustains the integrity of forest ecosystems and the human communities that depend on them.
- We value collaboration by sharing what we know and seeking opportunities to work with others who share our desire to practice ecologically, economically, and socially responsible forestry.
 - We [provide venues](#) for resource professionals and students to interact and find support and encouragement from others who value forest stewardship.
- We value continuous learning to increase knowledge about excellent forestry policies and practices.
 - We [conduct research](#) and collaborate to expand knowledge about ecologically, economically, and socially responsible forestry.
 - We use our research and practical experience to influence national, regional, state, and local [forest policies](#).
- We aim to make a difference with our work.
 - We develop solutions harmonize ecological and human concerns.

Forest Stewards Guild membership benefits include the following:

- Supporting and finding support (including job and internship listings) from an organization that is making a difference aligned with your values.
- Helping to shape forest stewardship policies and practices.
- Opportunities to connect with peers who share your values.
- Inspiration and satisfaction from seeing excellent forest stewardship in action.
- Professional members can be listed in our Find-A-Forester directory coming in 2019.
- More benefits coming in 2019.

Learn more about [joining](#) or [supporting](#) the Forest Stewards Guild.

Mission and Principles

Our Vision Establish forestry that is ecologically, economically, and socially responsible as the standard for professional forest management, from coast to coast.

Our Mission The Forest Stewards Guild practices and promotes responsible forestry as a means of sustaining the integrity of forest ecosystems and the human communities dependent upon them. The Guild engages in education, training, policy analysis, research, and advocacy to foster excellence in stewardship, support practicing foresters and allied professionals, and engage a broader community in the challenges of forest conservation and management.

Our Principles

1. The well-being of human society is dependent on responsible forest management that places the highest priority on the maintenance and enhancement of the entire forest ecosystem.
2. The natural forest provides a model for sustainable resource management; therefore, responsible forest management imitates nature's dynamic processes and minimizes impacts when harvesting trees and other products.
3. The forest has value, independent of human intentions and needs.
4. Human knowledge of forest ecosystems is limited. Responsible management that sustains the forest requires a humble approach and continuous learning.
5. The practice of forestry must be grounded in field observation and experience as well as in the biological sciences. This practical knowledge should be developed and shared with both traditional and non-traditional educational institutions and programs.
6. Our first duty is to forests and their future. When confronted with circumstances that threaten the integrity of the forest and conflict with the Mission and Principles of the Forest Stewards Guild, members must respond through education, advocacy, or where necessary, disassociation. Guild membership signifies a commitment to the highest forest stewardship ethic.

Anti-Discrimination

The Forest Stewards Guild prohibits discrimination in all its programs and activities based on race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

Example BYLAWS

Student chapter of the Forest Stewards Guild at

(School or University)

Updated: ___/___/___

1. NAME

The name of the organization shall be the Student Chapter of the Forest Stewards Guild at _____ (School or University). This organization will, from here forward, be referred to as the _____ Student Chapter of the Forest Stewards Guild (Student Chapter).

2. OBJECTIVES

The objectives of the Student Chapter shall be to practice and promote responsible forestry as a means of sustaining the integrity of forest ecosystems and the human communities dependent upon them. The Forest Stewards Guild engages in education, training, policy analysis, research, and advocacy to foster excellence in stewardship, support practicing foresters and allied professionals, and engage a broader community in the challenges of forest conservation and management. All Guild members adhere to the following principles:

- 1) The well-being of human society is dependent on responsible forest management that places the highest priority on the maintenance and enhancement of the entire forest ecosystem.
- 2) The natural forest provides a model for sustainable resource management; therefore, responsible forest management imitates nature's dynamic processes and minimizes impacts when harvesting trees and other products.
- 3) The forest has value, independent of human intentions and needs.
- 4) Human knowledge of forest ecosystems is limited. Responsible management that sustains the forest requires a humble approach and continuous learning.
- 5) The practice of forestry must be grounded in field observation and experience as well as in the biological sciences. This practical knowledge should be developed and shared with both traditional and non-traditional educational institutions and programs.
- 6) A forester's or natural resource professional's first duty is to the forest and its future. When the management directives of clients or supervisors' conflict with the Mission and Principles of the Guild, and cannot be modified through dialogue and education, a forester or natural resource professional should disassociate.

3. MEMBERSHIP

3.1 Membership

Members shall consist of current undergraduate and graduate students of _____ (School or University). Student Chapter members who are interested in participating in the

Student Chapter, but who are not yet members of the Forest Stewards Guild, will become student members of the Forest Stewards Guild. Membership shall begin with the first Student Chapter meeting of the academic year and conclude on the following June 30.

3.2 Privileges

All active Forest Stewards Guild student members enrolled in _____ (School or University) will be eligible to participate in Student Chapter activities, to vote on any questions before the Student Chapter, and to hold Student Chapter offices. Faculty members shall be entitled to participate in Student Chapter activities, but not to vote on questions before the Student Chapter nor to hold Student Chapter offices.

3.3 Active Members

Active members are defined as those eligible individuals whose membership in the Student Chapter is confirmed by signature in the annually renewed Chapter register. Active Members must attend one-half of the scheduled meetings or activities to retain voting privileges and be a registered student at _____ (School or University).

The Student Chapter will not discriminate based on race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status. In addition, the organization is committed to the policy of not discriminating against individuals with disabilities or veterans.

4 EXECUTIVE COMMITTEE

4.1 Officers

The officers of this Student Chapter shall be Chair, Vice-chair, Secretary, and Treasurer, elected from the Active Student Members registered at _____ (School or University). These officers will comprise the Executive Committee, which is the governing body of the Student Chapter and will handle its business between meetings of the Chapter. The Executive Committee shall be elected in accordance with Chapter Bylaws.

4.2 Term of Office

The members of the Executive Committee shall be elected by a two-thirds majority vote of the quorum Active Student Members voting by secret ballot, to serve for one academic year following election. Eligible candidates must be Active members of the Student Chapter for at least one academic year prior to their candidacy. Candidates must also have a cumulative GPA of 2.5 at the time of their election.

4.3 Duties

4.3.1 Chair

The duties of the Chair will be to appoint and counsel needed ad hoc committees, to preside at meetings, and to direct the activities of the Chapter. The Chair will be responsible for notifying Student Chapter members of future meetings, submitting a quarterly report of Student Chapter activities to the Forest Stewards Guild, and performing other publicity related duties.

The Chair, with assistance from the Executive Committee is responsible for planning one activity for the academic year, and including at least one member in involvement to make sure members the following year understand how club functions run.

4.3.2 Vice-Chair

The duties of the Vice-Chair will be to assist the Chair in their duties, to preside over the meetings in the absence of the Chair, maintain a current roll of Chapter membership, and secure signatures of the Student Chapter members in the Student Chapter register.

4.3.3 Secretary

The duties of the Secretary will be to maintain records of meetings, including a record of voting results for any Student Chapter actions. The Secretary will also be responsible for communications outside of the Student Chapter meeting between members, including distributing meeting minutes to the membership.

4.3.4 Treasurer

The Treasurer will be responsible for maintaining a current financial statement and will report the status of treasury at each meeting. The Treasurer will also be responsible for initiating and promoting all fundraising activities of the Student Chapter.

4.3.5 Advisor

The Advisor will be a current faculty or staff member of _____ (School or University). They will commit to providing oversight of the Student Chapter, as well as to help and advice related to Student Chapter operations, including fundraising and membership recruitment initiatives.

4.4 Elections

Elections shall be held during the spring term of each academic year. The dates shall be determined by the Executive Committee.

5 FINANCES

5.1 Assessments

No dues shall be charged. A 2/3 majority of those at a regular announced meeting may vote for assessments not to exceed \$5.00 per semester to carry out Student Chapter activities.

6 MEETINGS

6.1 At least one meeting per month or not less than three meetings per academic year shall be scheduled by the Executive Committee. 50% of the Active voting Chapter membership shall constitute a quorum. Meetings shall be governed generally by Robert's Rule's of Order.

7 IMPEACHMENT PROCEDURES

7.1 Petitions

A petition addressed to the Executive Committee of the Student Chapter signed by at least fifty percent of the Active voting Chapter membership will make a ballot of the voting

membership mandatory. A two-thirds majority of those voting is sufficient to remove a member of the Executive Committee for inadequate performance of duty.

8 AMENDMENTS

8.1 Amendments to these bylaws may be made by a 2/3 majority vote of Active voting Chapter members. Proposed amendments shall be submitted to all voting members at least four weeks in advance of the date set for counting ballots. Amendments shall be effective upon their approval by Student Activities unless otherwise provided in the amendment.

9 RATIFICATION

These bylaws shall be ratified by a 2/3 majority vote of the Active voting Chapter membership of the Student Chapter.