

**SUSTAINABLE FORESTRY INITIATIVE<sup>®</sup> Program**  
**North Carolina State Implementation Committee By-Laws**  
**1/9/2017**

**A. MISSION:**

**The mission of the State Implementation Committee (the “SIC”) is to provide oversight and administration of the SFI<sup>®</sup> Program within the State of North Carolina as directed by SFI Inc.**

**B. OPERATION:**

1. The North Carolina SIC operates under the rules and guidelines contained in the current SFI<sup>®</sup> Implementation Committee (SIC) Governance White Paper and as a committee of the North Carolina Forestry Association, (“NCFA”) a non-profit North Carolina Corporation.
2. The SIC operates as an overall planning and steering committee in accordance with the rules set forth in these By-Laws. Normal parliamentary rules (Roberts Rule of Order) are used in conducting meetings. The SIC may establish subcommittees to work on specific aspects of our mandate from SFI Inc.
3. The SIC will have four regular meetings each year, typically one meeting in each quarter. Special meetings can be called by the Chairman to address particular issues.

**C. MEMBERSHIP:**

1. Membership of the SIC shall consist of the following:
  - a. **SFI Certified Program Participant:** A forest landowner, forest land manager or primary or secondary forest products producer operating in the United States or Canada who participates in the SFI program through a contractual agreement to abide by the current SFI Standard, and who has been certified by an accredited SFI certification body to be in conformance with the current SFI standard. Each SFI Program Participant operating in North Carolina and paying its annual assessment to the SIC is entitled to one SIC member.
  - b. **SFI Applicant:** A forest landowner, forest land manager, or primary forest products producer operating in the United States or Canada who joins SFI to get a better understanding of the SFI Standard, requirements and SFI Implementation Committees before moving forward with SFI certification. Applicants have not yet proceeded to certification, thus they cannot use the SFI off-product mark or the SFI on product label, cannot make claims that they conform to the SFI Standard, and cannot make claims that their products are certified. These organizations pay SFI an annual licensing fee based on sales and land managed. Applicants have two years to move to the SFI Program Participant category. However, SFI Inc. staff would work with the applicant to ensure a smooth transition if they cannot meet the two-year deadline. Applicants are required to participate in the SIC where significant operations exist, i.e. majority of forestland owned and/or fiber procured.
  - c. **NC SIC Supporters:** Each of the following organizations or stakeholder groups are entitled to one standing SIC membership. No annual assessment is required, nor do NC SIC Supporters have voting rights on the NC SIC.
    - i. The North Carolina Forestry Association Safety Logging & Transportation Committee
    - ii. The North Carolina Tree Farm Committee
    - iii. The North Carolina Chapter of the Association of Consulting Foresters
    - iv. North Carolina State University Forestry Extension

- v. North Carolina Society of American Foresters
- vi. North Carolina Forest Service
- vii. North Carolina State University Department of Forestry and Environmental Resources
- viii. North Carolina Forestry Association
- ix. Carolina Loggers Association

e. **Others:** Other NC SIC Supporters may be approved by a two-thirds majority of SIC SFI Certified Program Participants.

2. All SFI Certified Program Participants annual dues must be paid to NC SIC checking account.
3. Roster of SFI Certified Program Participants will be reviewed and approved by the Chair before the 1st Quarter meeting to determine the Participant voting rights for that year.
4. SFI Certified Program Participants will vote on NC SIC Supporters and Others on an as needed basis at regularly scheduled SIC meetings. Memberships for NC SIC Supporters and Others must be approved by a two-thirds majority.

#### **D. VOTING:**

1. SFI Certified Program Participants are entitled to one vote on all motions, including expenditures, brought before the SIC.
2. SIC SFI Certified Program Participants may designate a proxy vote, and this will be so noted in the meeting minutes.
3. All motions, including expenditures can be approved by SIC Committee provided a quorum exists.

#### **E. OFFICERS AND PRINCIPAL DUTIES:**

1. **Chairman:** the duties of the Chairman are to lead the SIC in meetings and to ensure the SIC functions within the Implementation Committee (SIC) Governance White Paper, the NCFAs By-Laws, and these By-Laws. The Chairman will be elected by the SIC SFI Certified Program Participants at the 4<sup>th</sup> quarter meeting in odd-numbered years and will serve a two year term beginning January 1st of even-numbered years.
2. **Vice-Chairman:** The duties of the Vice-Chairman are to act for the Chairman in his/her absence, oversee the grant process as outlined below, and to perform other duties as the Chairman or SIC may direct. A Vice-Chairman will be elected by the SIC SFI Certified Program Participants at the 4<sup>th</sup> quarter meeting in odd-numbered years and will serve a two year term beginning January 1st of even-numbered years.
3. **Treasurer:** The duties of the Treasurer are to approve SIC expenses, write checks, track expenses, provide treasurer's report at SIC meetings and draft proposed budget. The Treasurer will have signature authority over the SIC's bank account, however will not see check statements. The Treasurer will communicate with NCFAs staff on check balance issues. A Treasurer will be elected every two years by the SIC SFI Certified Program Participants at the 4<sup>th</sup> Quarter meeting in odd-numbered years and will serve a two year term beginning January 1st of even-numbered years.
4. Either the Chairman or Vice-Chairman is expected to attend the annual SFI Program Annual Conference and regional SIC meetings.
5. The Chairman, the Vice Chairman, and the Treasurer must be employed by SFI SIC Certified Program Participants and/or Participants in the process of obtaining certification.
6. The NCFAs provides staff support to the SIC and will perform duties outlined by a Memorandum of Understanding between the SIC and the NCFAs and reviewed annually.
7. Organizational chart is attached as "Exhibit A".

## **F. STANDING SUBCOMMITTEES OF THE SIC:**

General: Rotation of subcommittee membership is to be determined by the SIC, or where appropriate the individual concerned or the shared sponsoring organization. Normally an individual should expect to serve a minimum of two years and the committee should seek to stagger membership terms to preserve operational continuity.

### **1. Training and Education Subcommittee**

- a. The function of the Training and Education Subcommittee is to increase the knowledge of forestry practitioners to implement sustainable practices on all forestlands.
- b. Membership of this subcommittee will be determined by the committee, but at a minimum should include the following or a representative:
  - i. NCFSA Staff
  - ii. Chair and co-chair of the NC SLTC
  - iii. NCSU extension
  - iv. CLA
  - v. NC Forest Service
  - vi. Others as determined by the NC SIC

### **2. Landowner Outreach Subcommittee:**

- a. The function of the Landowner Outreach Subcommittee is to increase the amount of well managed and certified acres.
- b. Membership of this subcommittee will be determined by the committee, but at a minimum should include the following or a representative
  - i. North Carolina State Tree Farm Committee,
  - ii. NC SAF
  - iii. NC Forest Service
  - iv. NCSU extension
  - v. Others as determined by the NC SIC

### **3. Informational Resources Subcommittee:**

- a. The function of the Information Resources Subcommittee is to increase and improve SFI recognition
- b. Membership of this subcommittee will be determined by the committee, but at a minimum should include the following or a representative:
  - i. Director of communications from NCFSA
  - ii. NC SAF
  - iii. Others as determined by the committee

### **4. Inconsistent Practices Subcommittee:**

- a. The function of this subcommittee is to establish, implement, and maintain an effective reporting and investigation process to address public concerns with implementation of the SFI program in North Carolina. The Committee will deal with forestry practices inconsistent with SFI as prescribed in its Inconsistent Practices Policy (IPM).
  - i. Procedure will be reviewed periodically and be maintained as a separate document entitled "North Carolina Sustainable Forestry Initiative (SFI) Implementation Committee Procedure for Handling Inconsistent Practices".
- b. Membership of this subcommittee will be determined by the NC SIC.

### **5. Grant Review Subcommittee:**

- a. The function of the Grant Review Subcommittee is to review grant proposals and make recommendations to the SIC as to which projects to fund.

- b. The Vice Chair is to lead this subcommittee, and is responsible for
  - i. Receiving grant applications,
  - ii. Scheduling and leading the grant review with the subcommittee,
  - iii. Leading the approval of the grants by the whole SIC,
  - iv. Tracking the implementation of the grants, and
  - v. Updating and maintaining the separate document “NC SIC Grant Process” as needed.
- c. Membership of this subcommittee will include the following or a representative
  - i. SIC chair
  - ii. SIC vice chair
  - iii. SIC Treasurer
  - iv. Subcommittee chairs

#### **6. Market Outreach/Recruitment Subcommittee**

- a. The function of the Outreach/Recruitment Subcommittee is to increase demand for SFI certified products and promote wood product industry to become SFI Certified. b. Membership of this subcommittee will be determined by the NC SIC.

#### **G. FINANCES AND BUDGETING:**

The SIC obtains its principal funding from an assessment of SFI Certified Program Participants doing business in the State of North Carolina. Annual assessments of SFI Certified Program Participants will be determined by SIC officers and approved by the SIC committee at the 4th quarter meeting.

1. The SIC may solicit additional funding and in-kind support from other appropriate sources who are aligned with the Principles and Objectives of the SFI Program.
2. An annual budgeting process will be used:
  - a. The Chairman, Vice Chairman, Treasurer and the North Carolina Forestry Foundation Executive Vice President will prepare a SIC budget for the coming year and will submit the budget to the SIC committee prior to the 4th Quarter meeting. The budget will show clearly the sources of revenue. All expected expenditures will be detailed as line items in the budget.
  - b. The SIC Chairman will ensure that the budget is distributed to all SIC members prior to the 4th quarter SIC meeting.
  - c. The final SIC Budget will be discussed and approved by the SIC at the 4th Quarter SIC meeting and by the North Carolina Forestry Foundation Board at their December meeting. The SIC Budget requires joint approval by the SIC and the North Carolina Forestry Foundation.
  - d. SFI Certified Program Participant assessments will be invoiced and collected by NCFA. SFI Certified Program Participants will pay into NC SIC checking account. Funds designated for the SIC will be maintained in a separate bank account for the exclusive benefit of the SIC. NCFA Staff will inform the Treasurer of the SIC checking account balance.
  - e. Approved budgets establish authority for the Treasurer to make expenditures on behalf of the SIC.
  - f. Normally, all expenditures must be approved by the committee prior to payment. However, the Chairman may direct the Treasurer to expend up to \$500 for non-budget items that come up between committee meetings. Those expenditures must be reviewed at the next committee meeting.
  - g. The Chairman will appoint an Audit ad-hoc subcommittee at the 4th Quarter meeting each year to examine the accounting records of the committee for the prior year. That committee will report its findings by the first meeting of the following year.

## **H. AMENDMENTS:**

These by-laws may be amended by a two-thirds majority vote of the SIC SFI Certified Program Participants.