

## CONSTITUTION OF SOCIETY OF WOOD SCIENCE AND TECHNOLOGY

**Article I -- Name.** The name of this Society shall be Society of Wood Science and Technology.

**Article II -- Purpose and Objectives.** The purpose of this Society is: (1) Developing and maintaining the unique body of knowledge distinctive to wood science and technology. (2) Encouraging the communication and use of this knowledge. (3) Encouraging policies and procedures which assure the wise use of wood and wood-based products. (4) Encouraging high standards for professional performance of wood scientists and technologists and acting as the professional organization for individuals who meet these standards. (5) Fostering education programs at all levels of wood science and technology and furthering the quality of such programs.

The assets of this Society will be dedicated to the pursuit of science, and will, under dissolution of the Society, be distributed to one or more scientific or professional organizations dedicated to scientific purposes.

### Article III -- Membership

**Section 1.** Membership shall consist of professional members, student members, and affiliate members.

**Section 2.** Only professional members shall be eligible to vote and hold elective office.

**Section 3.** A professional member shall:

- a) hold a bachelors degree from an SWST-accredited program; or
- b) hold a bachelors or higher degree, or the equivalent, from a qualifying college or university within a discipline related to wood science and technology, and have met the education or experience requirements specified in the Bylaws.

**Section 4.** An affiliate member shall be an individual who has interest in furthering the purposes and objectives of the Society, but who is from a country where the cost of membership is prohibitive.

**Section 5.** A student member shall be an undergraduate or graduate student in a qualified college, university, or scientific school as specified in the Bylaws.

**Article IV -- Dues.** Dues shall be assessed annually as prescribed by the bylaws.

### Article V -- Officers

**Section 1.** The governing body shall be an Executive Board consisting of president, president-elect, vice president, secretary-treasurer, past president, and four directors.

**Section 2.** The Executive Board shall manage the affairs of the Society. It is empowered to promote the objectives of the Society by receiving and administering grants and cooperating with other organizations, agencies, and individuals and to act on all other matters for which specific provision is not made in the constitution and bylaws.

**Section 3.** The Executive Board is empowered to establish such standing committees as needed to conduct the affairs of the Society.

**Section 4.** The president is authorized to appoint such ad hoc committees as needed.

**Section 5.** The secretary-treasurer is empowered to collect dues as specified in the bylaws.

## **Article VI -- Elections**

**Section 1.** Officers of the Society, with the exception of secretary-treasurer, shall be elected annually in accordance with the provisions of the following sections. The secretary-treasurer shall be appointed annually by the executive board.

**Section 2.** Nominations for officers shall be made by a presidential appointed committee consisting of three members not holding office. At least two members shall be placed in nomination for each office to be filled by the election.

**Section 3.** Nominations for officers may also be made by petition signed by 10 voting members.

**Section 4.** Election will be conducted by letter ballot sent to all voting members at least 30 days prior to the annual meeting. Balloting will be closed 30 days after ballots are mailed.

**Section 5.** The nominee for each office receiving a plurality of votes cast for the office shall be elected. In the event of a tie in any office, the Executive Board will resolve the tie, by a majority vote. Elected officers shall assume the duties of their office at the close of business of the annual meeting following their election, except as stated in Section 8.

**Section 6.** The immediate past president shall be a member of the Executive Board without election.

**Section 7.** The president shall hold office for 1 year and shall not succeed to a second term.

**Section 8.** The president-elect shall be advanced to president without election. Similarly, the vice-president shall be advanced to president-elect without election.

**Section 9.** If the presidency is vacated, the duties of the president shall be performed by the president-elect, who will advance to the presidency in the normal manner at the end of the term as president-elect.

**Section 10.** If the office of president-elect is vacated, the duties of the president-elect shall be performed by the vice-president, who will advance to the presidency without election at the end of the term as vice-president. A president-elect and a vice-president will be elected at the next election. If the office of vice-president is vacated, it shall remain vacant until the next election, at which time both a president-elect and a vice-president will be elected.

**Section 11.** If a vacancy occurs in any other office, the Executive Board shall appoint a successor to complete the term of office.

**Section 12.** The directors shall be elected for 2-year terms and these terms shall be staggered so that two new directors are elected annually.

**Section 13.** No member shall hold two elective offices simultaneously.

**Article VII -- Meetings** The Society shall meet annually at such time and place as determined by the Executive Board.

## **Article VIII -- Amendments**

**Section 1.** Proposed amendments to the constitution may be submitted to the Executive Board by petition of at least 10 percent of the voting members or they may be initiated by the Executive Board.

**Section 2.** The Executive Board shall distribute the proposed constitutional amendment

among the members at least 30 days prior to the beginning of an annual meeting, at which the proposal shall be approved, modified, or disapproved.

***Section 3.*** The amendment as approved at the meeting shall be submitted to the voting members for letter ballot within 30 days after the meeting and shall be adopted if approved by a majority of members voting within 30 days.

#### **Article IX -- Bylaws**

***Section 1.*** Such bylaws as are required for the orderly conduct of business may be proposed by any member of the board.

**Section 2.** Deletions of, or amendments to, existing bylaws may be proposed by any member of the board.

**Section 3.** Suggestions of bylaw changes made by any voting member shall be considered by the board.

**Section 4.** Adoption of, or amendments to, bylaws may be ratified by either (1) a majority of members at an annual meeting or of votes cast in a mail ballot, or (2) by a majority of Executive Board members.

## **Article X -- Fiscal Year and Financial Records**

**Section 1.** The fiscal year shall begin on January 1 and end on December 31.

**Section 2.** The financial records of the secretary-treasurer shall be audited by a committee appointed by the president prior to each annual meeting and a summary statement thereof shall be submitted to the membership.

## **Article XI -- Adoption of the Constitution**

The constitution of January 1, 1960, was ratified by a majority of the voting members.

The amendments to Article II and XI were ratified on August 16, 1962.

The amendments to Article I were ratified on August 16, 1962.

The addition of Article XII was ratified on October 2, 1967.

The amendments to Article III were ratified on August 31, 1970.

The changes in the Bylaws were ratified on July 11, 1976.

The amendments to Article II were ratified on October 27, 1977.

The changes to the Bylaws were ratified on July 8, 1979.

The amendments to Article II and changes to the Bylaws were ratified on June 20, 1982.

The changes to the Bylaws were ratified on June 15, 1984.

The amendments to Article VI were ratified on June 23, 1991.

The amendment to Article III and changes to the Bylaws were ratified on June 21, 1992.

The changes to the Bylaws were ratified on June 20, 1993.

The amendment to Article III and changes to the Bylaws were ratified on June 23, 1996.

The amendments to Article VI were ratified on June 21, 1998.

The amendments to Article III were ratified on June 24, 2001.

The amendments to Article VI were ratified on June 27, 2004

## **Article XII -- Chapters**

**Section 1.** The establishment of local chapters of the Society is encouraged in order to assist the parent organization to further the purpose and objectives embodied in Article II.

**Section 2.** Any group of fully accredited members can form a chapter of the Society upon approval of the Executive Board.

**Section 3.** A chair, elected for 1 year, shall head each chapter. Other officers may be elected if the chapter members so desire.

**Section 4.** Chapters shall not make statements of policy. This right is reserved for the parent organization. They shall, however, be empowered to recommend policy to the Executive Board.

# **BYLAWS OF SOCIETY OF WOOD SCIENCE AND TECHNOLOGY**

**I. The official headquarters of the Society shall be in Madison, Wisconsin.**

## **II. Requirements for Professional Membership**

The basic requirement for professional membership is competence in the field of wood science and technology as defined below. An applicant for professional membership should possess a substantial understanding of wood as a material within the following framework:

The biological origin and nature of wood, including macroscopic, microscopic, and submicroscopic anatomy, and relationships between wood and associated micro-organisms; the chemical nature of wood and its components, including cellulose, lignin, and hemicelluloses, and extractive materials; the physical nature of wood, including wood-liquid relationships and the behavior of wood in response to variations in its physical environment; the mechanical nature of wood and its behavior under stress.

General requirements for professional membership are specified in Article III of the Constitution. An application is required for any level of membership. All applications must be examined and approved by the Membership Committee.

Professional members must hold a Bachelor or higher degree from a qualified institution. Qualified institutions are accredited by a regional U.S. higher education accreditation association. Qualified foreign institutions shall be judged by the membership committee to be of equivalent scope and quality. A Bachelor degree program, or the equivalent, shall be four years or more in duration.

Specific requirements for membership may be met in the following alternative ways:

A. Qualification for professional membership through formal education.

1. A Bachelor of Science from a SWST-accredited program is sufficient qualification for professional membership. Evidence of the degree must be submitted to the Membership Committee.
2. The Bachelor of Science or an advanced degree (either of which has been earned through specialization) in the field of wood science and technology or forest products obtained from an accredited college or university is sufficient qualification for professional membership. Evidence of the degree must be submitted to the Membership Committee.
3. Specialization in the field of Wood Science and Technology or Forest Products is defined as a course of study that includes the following elements:

- a. Required background courses (basic sciences) are:
  - (1) A foundation in mathematics
  - (2) Chemistry
  - (3) General physics
  - (4) Biological science.
- b. Requirements in Wood Science are as follows:
  - (1) A minimum background in Wood Science, including:
    - (a) Biology of wood. Studies of anatomical structure and identification of wood must be included. Additional courses may be in such areas as forest products pathology, wood microtechnique, etc.
    - (b) Physics and chemistry of wood. This area includes such courses as wood chemistry, wood-fluid relations, and the physical properties of wood.
    - (c) Wood engineering. Studies of the mechanical properties of wood must be included. Additional courses may be in such areas as engineering design of wood structures, engineering principles of wood processing, etc.
  - (2) A meaningful program of study involving at least two or more of the following areas of concentration or specialization:
    - (a) Basic sciences and wood science. Additional studies in basic sciences and/or wood science, including research methods and techniques beyond the requirements specified in II.A.3.a and II.A.3.b.
    - (b) Wood technology. Technological applications of wood science; wood processing, including drying, preservation, machining, gluing, and finishing of wood.
    - (c) Pulp and paper technology. The pulping of wood and conversion to fiber products; technology of fibers and paper products.

(d) Forestry and wood utilization. The production, distribution, and economics of wood and wood-based products.

(e) Industrial engineering and business, industrial administration, including accounting, quality control, and business management.

B. Qualification for professional membership through substitution for deficiencies in formal courses.

Graduates of qualified colleges or universities whose formal education does not include all of the areas specified under II.A above may receive credit applicable to professional membership eligibility as follows:

1. If deficiencies exist in one of the wood sciences (biology of wood, physics and chemistry of wood, or wood engineering), credit earned in advanced courses in related general sciences (biology, physics, chemistry, or engineering) may be substituted for such courses. Creditable substitute courses will be only those over and above the foundation courses listed in II.A.3.
2. In areas of specialization (II.A.3.b.(2)), work experience in a responsible technical position may be substituted for education in the corresponding area.
3. The applicant must furnish an official (college) transcript for all coursework to be considered in evaluating the membership application if requested to do so by the Membership Committee.

C. An applicant also may qualify for professional membership provided both of the following requirements are satisfied:

1. A Bachelor or higher degree in a fundamental or other discipline related to the board field of wood science and technology (as judged appropriate by the Membership Committee) awarded by a qualified college or university,

2. At least two years of employment related to the wood industry, or in the field of wood science and technology, in a responsible technical position as judged by the Membership Committee.

### **III. Requirements of affiliate membership**

- A. An affiliate member shall be from a "qualifying " country where the cost of membership in the Society would be prohibitive. The affiliate member should have the same requirements for membership as listed in Article II above.
- B. Affiliate members will be selected by the International Relations Committee, who will have sole responsibility for defining "qualifying countries" and approving requests for membership.
- C. Affiliate membership will be granted for three years, with unlimited extensions on approval of the committee. Affiliate members will be non-voting and receive only the Newsletter.
- D. Affiliate members cannot make up more than 20 percent of the total membership.

### **IV. Requirements for student membership**

A student member shall be an undergraduate or graduate student currently enrolled in a qualified college, university, or scientific school.

### **V. Change of membership status**

- A. Membership of any classification may be terminated by (1) voluntary resignation or (2) failure to pay dues for the fiscal year.
- B. Student membership is automatically terminated upon termination of full-time enrollment in a curriculum.

## **VI. Standing committees**

Committees will be appointed by the Executive Board and are listed in the Committee Handbook.

## **VII. Dues**

Dues shall be set yearly by the Executive Board.

Dues shall be payable on the first day of January. Members in arrears on the first day of March shall forfeit membership. Individuals who have been dropped because of nonpayment of dues may be reinstated upon payment of current dues.

Student members who qualify for voting membership during the calendar year may advance to the membership grade without additional dues for the remainder of the year. Members of any grade joining the Society during the calendar year will pay full dues for the year in which they join.

Affiliate members will be assessed no dues for membership.

## **VIII. Executive Director**

An executive director may be appointed at the discretion of the Executive Board. The executive director shall serve for a length of time and at a salary to be determined by the Executive Board.

The executive director shall be responsible for maintaining the business office at the Society headquarters.

The executive director shall be the registered agent for the Society as described in Section 181.08 of the Wisconsin Nonstock Corporation Law relating to Domestic Nonstock Corporations (1959).

The executive director is authorized to receive funds and sign checks for the expenditure of Society funds as directed by the elected officers of the Society.

## **IX. Chapters**

A. In the formation of a chapter, the membership of the potential chapter shall petition the Executive Board through the executive director. The

petition shall state the name, geographic area, and approximate membership of the proposed chapter.

**B. Meetings**

1. At least two meetings shall be held annually.
2. A report of each meeting, including a resume of the proceedings, shall be forwarded by the chair to the executive director.

C. Student members are expected to participate in the activities of the chapter.

D. The chapters are encouraged to interest the local public and prospective college students in the affairs of the Society of Wood Science and Technology.

E. No dues are to be collected by the chapters.

**X. Publication**

A. *Wood and Fiber Science* is recognized as the official publication of the Society.

B. The Executive Board of the Society shall designate a member of the Society as editor.

C. Responsibility:

1. Ultimate responsibility for operation of *Wood and Fiber Science* shall be with the Executive Board of the Society.
2. The Publication Policy Committee will have authority to act upon suggestions from the members regarding changes in content, format, and style of all Society publications.
3. The Publication Policy Committee will serve in an advisory capacity to the Executive Board concerning questions of editorial and fiscal policy of all Society publications.

*Revised in 1962, 1964, June and July 1965, 1966, 1967, 1970, 1977, 1982, 1986, 1991, 1993, 1994, 1996, 2001*