

# CHAPTER DEDICATION CEREMONY

## FOR CHAPTERS OF THE NEVADA SHADE TREE COUNCIL

**PRESIDENT OF NSTC:** On this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ we celebrate the formation of a new chapter of the NEVADA SHADE TREE COUNCIL in the community of \_\_\_\_\_. Would the President, President-Elect, Secretary and Treasurer of the newly formed chapter please come forward.

Chapters of the NEVADA SHADE TREE COUNCIL hold a unique position with all the rights and privileges of the NSTC, but more importantly as the leaders in the formation and maintenance of your community's greatest asset, its trees.

Do you, name of individual, president promise to carry forth with the formation of this new chapter?

**NSTC PRESIDENT ELECT:** Do you, name of individual as president-elect promise to carry forth with your duties which are to assist the President with outreach programs to carry forth the mission of the Nevada Shade Tree Council(out of chapter bylaws)

**NSTC SECRETARY:** Do you, name of individual as secretary promise to maintain the records of the chapter and file the required reports as requested by the Council.

**NSTC TREASURER:** Do you, name of individual as treasurer, promise to keep accurate accounts of the Chapter and its financial affairs.

**NSTC PRESIDENT:** If the Chapter Charter in order?

**NSTC SECRETARY:** The Charter is in order.

**NSTC PRESIDENT:** The name of the new chapter Chapter is now duly Chartered as the No. Chapter of the NEVADA SHADE TREE COUNCIL.

THE NEVADA SHADE TREE  
COUNCIL

**GREEN BOOK**

A HANDBOOK FOR CHAPTERS OF THE NEVADA  
SHADE TREE COUNCIL

Revised 2008  
Richard L. Post, Chair

NEVADA SHADE TREE COUNCIL  
P.O. BOX 12507  
LAS VEGAS, NEVADA 89112-05077  
702.454.3097  
EMAIL: [nstc@cox.net](mailto:nstc@cox.net)

# THE NEVADA SHADE TREE COUNCIL

## CHAPTER ORGANIZATION PACKET

### THE MISSION OF THE NEVADA SHADE TREE COUNCIL:

*To promote and increase awareness of proper tree planting  
and care in Nevada and provide leadership, development  
and support for professional and volunteer community  
forestry programs across the State*

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SPONSORS  
OF THE  
NEVADA SHADE TREE COUNCIL

UNITED STATES OF AMERICA  
DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
WASHINGTON, D. C.

STATE OF NEVADA  
NEVADA DIVISION OF FORESTRY  
URBAN FORESTER  
2478 FAIRVIEW DRIVE  
CARSON CITY, NV 89701  
775.684-2500  
FAX 775.684-2570

# BECOMING A CHAPTER OF THE NEVADA SHADE TREE COUNCIL

## NEVADA SHADE TREE COUNCIL

The Nevada Shade Tree Council was founded in 1991 by a small group of individuals interested in promoting the health and well being of urban forests in Nevada. Since its Beginning it has sponsored conferences to enhance the knowledge of arborists, community employees, volunteers and citizens and to promote the formation of community shade tree councils throughout the State.

The goals of the Council are to:

1. Provide assistance to the State Forester and allocate Federal grant funds to tree planting and community forestry educational programs.
2. Develop local community forestry groups.
3. Assist in development of community forestry programs.
4. Increase participation and create an active membership program.

The motto for the council is “Trees For Today And Tomorrow”.

## CHAPTERS OF THE NEVADA SHADE TREE COUNCIL

It is through local Chapters that individuals throughout the State can become active membership the Nevada Shade Tree Council and participate in the various activities of the Council. By forming a local chapter, members have all the rights and privileges of the Council and the support and expertise of the Board of Directors of for program planning and development of such activities as Arbor Day Celebrations, grove dedication, developing community tree ordinances and the formation of community shade tree councils.

A chapter of the Nevada Shade Tree Council is a group of ten\* or more members that support community forestry and the goals and mission of NSTC. As an affiliate of the

Nevada Shade Tree Council, a chapter's goal is to initiate and develop urban forestry programs within the chapter's community.

Chapter affiliation obligates NSTC to provide assistance to the chapter organization, help fund local projects, enhance public awareness and develop educational programs. Chapters are granted the non-profit status of the NSTC as long as they remaining good standing. Chapters are chartered for a period of one year. The charter is renewable each year thereafter. The initial chapter fee is \$100.00 and the annual renewal is \$50.00. Chapters in good standing receive a tree planting grant each year. To qualify, a chapter needs to hold one educational program, apply for a NSTC grant, and maintain the required membership.

The individual membership fee is \$20.00 per year\*\*. This fee entitles chapter members to all the rights and privileges of NSTC including delegate voting rights at the annual meeting and nominations form chapters for election to the Board of Directors.

NSTC supports each chapter with workshops on volunteer training and support and the collective urban forestry expertise of Council members, who are available for workshop and promotion.

- -- A group of less than 10 may apply for a provisional charter as designated by the Board.
- \*\* -- Senior - Retired \$10; Student - \$10

# NEVADA SHADE TREE COUNCIL CHARTER APPLICATION

To become a Chapter of the Nevada Shade Tree Council please fill out this two-page application and mail it to the Nevada Shade Tree council.

At the receipt of this application, a member of the Board of Directors, who will be your Sponsor and will assist your group in becoming a chapter, will contact you. To be chartered as a chapter you need at least ten charter members\* and must forward the required fees to the Nevada Shade Tree council.

1. If you have any questions concerning becoming a chapter, please call the Nevada Shade Tree Council at 702.454.3057 or write to the Nevada Shade Tree Council at P. O. Box 12507, Las Vegas, NV 89112-0507.

The Nevada Shade Tree Council looks forward to a long and successful affiliation with your Chapter.

# NEVADA SHADE TREE COUNCIL <CHAPTER APPLICATIONS>

Date \_\_\_\_\_

The following list of individuals, as residents of \_\_\_\_\_  
City/community

Do hereby petition the Nevada Shade Tree Council to accept our application for Chapter Status.

We understand that if our application is approved, there will be an initial Charter Fee of \$100.00 with annual renewal fees set at \$50.00. We also understand that minimum membership is ten\* persons and that we are eligible for an annual grant to be used for tree planting in our community, so long as we maintain our minimum membership, hold at least one educational program per year, and apply for a NSTC grant.

We further understand that Chapter status entitles Chapter Members to all the rights and privileges of the Nevada Shade Tree Council including delegate-voting rights at the annual meeting and nominations from Chapters for election to the Board of Directors.

### **Chapter Charter Members:**

(Please print or type)

address

phone

1. \_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

Additional names

---

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

Our meeting day \_\_\_\_\_ or night \_\_\_\_\_ is the \_\_\_\_\_ of the month.

Our Contact person is: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Please mail this to: Nevada Shade Tree Council  
P. O. Box 12507  
Las Vegas, NV 89112-05077

## **WHAT WE DO FOR CHAPTERS**

1. SPONSORSHIP FORM NSTC FOR FORMING CHAPTERS
2. RESOURCES
  - FACT SHEETS
  - NEWS LETTER
  - PRINTED EDUCATIONAL MATERIAL
3. AWARDS PROGRAM
4. EDUCATIONAL GUIDANCE PROGRAM
5. NSTC CHAPTER VISITATION
6. PROVIDE CHAPTER WORKSHOPS
  - PLANNING
  - ORGANIZATION
  - SUBJECT MATTER
7. PROVIDE GRANTS FOR
  - LOCAL TREE PLANTING
  - COMMUNITY FORESTRY PROGRAMS
8. PROVIDE NON-PROFIT STATUS
  - DONE THROUGH REPORTS TO NSTC
9. PROVIDE NSTC CERTIFICATION TO SHAPTER MEMEBERS
10. SUPPORT VOLUNTEER PROGRAMS
  - TRAINING
  - ORGANIZATIONAL SUPPORT
11. GRANTS TO CHAPTERS IN GOOD STANDING
12. 20% DISCOUNT TO ANNUAL CONFERENCE FOR CHAPTER MEMBERS
13. RECOGNIZE QUALIFYING COMMUNIT5IES AS 'NEVADA

SHADE TREE TOWNS'

14. HONOR OUTSTANDING CHAPTERS ANNUALLY
15. HONOR OUSTANDING COMMUNITY  
TREE WORKERS ANNUALLY  
FORESTRY VOLUNTEERS ANNUALLY

**WHAT DOES NSTC EXPECT FROM CHAPTERS**

1. ONE EDUCATIONAL PROGRAM PER YEAR
2. AT LEAST ONE GRANT APPLICATION SUBMITTED TO NSTC
3. ANNUAL SLATE OF ACTIVITIES FILED BY APRIL 1
4. AN ANNUAL REPORT OF CHAPTER ACTIVITIES FILLED BY  
AUGUST 1
5. AN ANNUAL FINANCIAL STATEMENT FILED BY JANUARY 15
6. HAVE REPRESENTATION AT THE ANNUAL MEETING
7. SHOW ACTIVE PARTICIPATION e. g.,  
A POSTER AT THE ANNUAL CONFERENCE  
A COMMUNITY TREE PLANTING  
AN ARBOR DAY PROGRAM  
MAINTAIN NEVADA TREE TOWN STATUS

# **CHAPTER BYLAWS FOR THE NEVADA SHADE TREE COUNCIL**

## **I. The Chapter Organization**

A chapter of the Nevada Shade Tree Council is a group of ten\* or more members that support community forestry and the goals and mission of NSTC and pays a membership fee to NSTC. As an affiliate of the Nevada shade Tree Council, a chapter's goal is to develop and initiate urban forestry programs within the chapter's community. It is also a chapter's responsibility to live up to the Mission Statement of NSTC which states: To promote and increase awareness of proper tree planting and care in Nevada and provide leadership, development, and support for professional and volunteer community forestry programs across the state.

Chapter affiliation obligates NSTC to provide assistance for the organization of Chapter's. It also obligates NSTC to help coordinate and fund local projects, enhance public awareness and develop educational programs. NSTC will also provide assistance with workshops and planting programs a chapter may hold. While NSTC will not require any share of fund drives or programs, NSTC has the right to charge replacement cost for items supplied by the NSTC, but not the profit from their sale by a chapter.

Chapters in good standing receive a tree-planting grant each year. To qualify a chapter needs to hold one educational program, apply for a grant, and maintain the required membership.

Chapters in good standing with NSTC are granted the non-profit status of NSTC as long as they are affiliated with the corporation. These rights may be forfeited at any time for failure to comply with the goals of the Nevada Shade Tree Council and/or violation of the articles of incorporation.

Dissolution of a chapter will result in the reversion of all assets and property to the NSTC, which shall be placed in the general fund for use in carrying out the mission of the NSTC. All funds collected are to be used within the community in which they were

collected after expenses of dissolution have been paid. None of the funds are assets of the abolished chapter may be used by the members of the chapter.

## **II. Chapter Officers**

Each chapter shall have a President, President-Elect, and Secretary/treasurer, each to be elected for one year. Other offices and or committee chairs may be appointed by the President or elected by the membership as a whole as stated in the chapter by-laws. The President is a voting member at the general meeting and any special meeting of NSTC and represents total chapter membership. The President is also responsible for forwarding the annual slate of activities of the chapter to the NSTC Board of Directors by April first each year and the annual activities and financial report by August 15 of the following year.

## **III. Chapter Membership**

Each chapter may have two voting members to the general and/or special meetings of the Nevada Shade Tree Council and as such, must elect a voting delegate at large, who, with the chapter president makes up the voting delegation of the chapter.

Membership in a chapter is confined to those individuals who are interested in urban forestry and the goals and objectives of the Nevada Shade Tree Council. Chapter members can set their own goals and objectives in accordance with NSTC but chapter goals cannot be in conflict with those of NSTC.

Membership responsibilities include dues, participation in the chapter's activities, committees and participation in the offices of the chapter.

Each chapter sets membership dues. Dues of \$20.00\*\* per member per year are forwarded to NSTC. Chapter membership includes a subscription to the NSYC Newsletter and NSTC membership card.

## **VI. Chapter Activities**

The goals of the NSTC are to: \*Provide assistance to the State Forester and distribute Federal grant funds for tree planting and community forestry educational programs. \*Develop local community forestry groups. \*Assist in development of community forestry programs. \*Increase participation and create an active membership program. Chapter activities shall promote the goals of the NSTC including Arbor Day

celebrations, best management practices and adoption of urban forest practices in the community in which the chapter exists.

# CHAPTER DEDICATION CEREMONY

## FOR CHAPTERS OF THE NEVADA SHADE TREE COUNCIL

**PRESIDENT OF NSTC:** On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ we celebrate the formation of a new chapter of the NEVADA SHADE TREE COUNCIL in the community of \_\_\_\_\_. Would the PRESIDENT, PRESIDENT-ELECT, SECRETARY AND TREASURE of the newly formed chapter please come forward?

Chapters of the NEVADA SHADE TREE COUNCIL hold a unique position with all the rights and privileges of the NSTC, but more importantly as the leaders in the formation and maintenance of your community's greatest asset, its trees.

Do you, (name of individual), as President promise to carry forth with the formation of this new chapter?

**NSTC PRESIDENT-ELECT:** Do you, (name of individual), as President-Elect promise to carry forth with your duties which are to assist the President with outreach programs, to carry forth the mission of the Nevada Shade Tree Council?

**NSTC SECRETARY:** Do you, (name of individual), as secretary promise to maintain the records of the chapter and file the required reports as requested by the Council?

**NSTC TREASURER:** Do you, (name of individual), as treasurer promise to keep accurate accounts of the Chapter and its financial affairs?

**NSTC PRESIDENT:** Is the Chapter Charter in order?

**NSTC SECRETARY:** The Charter is in order.

**NSTC PRESIDENT:** The (name of new chapter) Chapter is now duly chartered as the (number) Chapter of the NEVADA SHADE TREE COUNCIL.

## **WHAT'S NEEDED FOR THE DEDICATION**

### **1. WHOM TO INVITE:**

**ELECTED OFFICIALS  
SCHOOL DISTRICT  
BUSINESS OWNERS  
SERVICE CLUBS  
ENVIRONMENTAL GROUPS  
CHURCH GROUPS**

### **2. PUBLICITY:**

**NEWS RELEASES, PSAS  
FLYERS – POSTED IN PUBLIC  
PLACES  
MAILINGS**

### **3. PHYSICAL SETUP:**

**SECURE LOCATION/FACILITIE  
TABLES  
CHAIRS  
SOUND  
TREE PLANTING EQUIPMENT  
TREE  
POWER**

### **4. HOSTING**

**CATERER  
MENU  
SETUP – TABLE, CHAIR, POWER**

### **5. INSURANCE:**

**NEED POLICY RIDER FOR THE  
DURATION OF THE EVENT**

# CHARTER OF THE

CHAPTER

## NEVADA SHADE TREE COUNCIL

By this document the members ascribed below desire to become a chapter of the Nevada Shade Tree Council and hereby adhere to the By-Laws of the Nevada Shade Tree Council (NSTC) and chapter By-Laws as written by the NSTC. **DATE:** \_\_\_\_\_

**I. CHAPTER NAME:** \_\_\_\_\_

**II. CHAPTER SECRETARY:** \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ NV \_\_\_\_\_  
STREET CITY

**III. CHAPTER OFFICERS:**

PRESIDENT: \_\_\_\_\_

PRESIDENT-ELECT \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

**IV. CHARTER MEMBERS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE USE ADDITIONAL PAGE IF NECESSARY

**V. CHARTER FEE OF \$100.00 ENCLOSED:** \_\_\_\_\_

Make payable to the Nevada Shade Tree Council

