

**BYLAWS OF
THE OKLAHOMA CHAPTER OF THE WILDLIFE SOCIETY, INC.¹**

(Organized March 10, 1968)

**(Approved April 2, 1982, by the Oklahoma Chapter Membership)
(Approved September 20, 1983, by Council of The Wildlife Society)
(Revised August 12, 1991, by the Oklahoma Chapter Membership)
(Approved December 16, 1991, by Council of The Wildlife Society)
(Revised in 2009–2010 by the Oklahoma Chapter Executive Board)
(Approved September 9, 2010, by the Oklahoma Chapter Membership)
(Approved April 10, 2015, by the Oklahoma Chapter Membership)
(Approved March 20, 2017, by the Oklahoma Chapter Membership)
(Amended and approved March 27, 2017, by The Wildlife Society)**

ARTICLE I – Name, Area, and Affiliation

Section 1 – Name. The name of this organization shall be the Oklahoma Chapter of The Wildlife Society.

Section 2 – Area. This chapter shall have as its area of organization the State of Oklahoma.

Section 3 – Criteria for Affiliation. The Oklahoma Chapter shall conform to the Bylaws, Code of Ethics, objectives, policies, and positions as adopted by The Wildlife Society, Inc. (Hereinafter The Wildlife Society, Inc., will be referred to as The Society.)

Article II – Objectives

Section 1 – Objectives. Consistent with the objectives of The Society, the Oklahoma Chapter objectives are to:

- (a) Develop and promote sound stewardship of wildlife resources and of the environment upon which wildlife and humans depend.
- (b) Undertake an active role in preventing human-induced environmental degradation.
- (c) Increase awareness and appreciation of wildlife values.
- (d) Seek the highest standards in all activities of the wildlife profession.

¹ Incorporated in 1948 under the laws of the District of Columbia.

Section 2 – Implementation. To aid in the achievement of these objectives, this Chapter proposes to:

- (a) Provide opportunities for better liaison among individual members, the Southeast Section, and The Society by regular meetings and a periodic newsletter.
- (b) Recognize and commend outstanding achievements within the profession.
- (c) Focus the aims and objectives of The Society and the Oklahoma Chapter upon wildlife needs, problems, and events within the state.
- (d) Encourage high standards of scholastic achievement and professional competence and help create a good understanding of employers' needs and objectives.
- (e) Promote better public understanding of the wildlife profession and the need for equitable salaries and working conditions for wildlife workers.
- (f) Provide counsel to government agencies, legislators, public groups, and individuals on natural resource matters of public concern and disseminate information and position statements on proper resource management practices, particularly if major resource issues are concerned.

ARTICLE III – Chapter Year

The Chapter operating and fiscal year shall begin January 1.

ARTICLE IV – Membership

Section 1 – Voting Member. Voting membership in the Oklahoma Chapter shall be available to any voting member of The Society who resides or conducts professional activities within the boundaries of the Chapter as defined in Article I, Section 2 and meets the requirements of Article IV, Section 3. Only Chapter Voting Members may hold office in the Chapter; vote on official matters affecting The Society; and officially represent the Chapter on Business of The Society by Board or officer appointment.

Section 2 – Other Member. Other membership in the Oklahoma Chapter will be available to any person who, although either not a member of The Society and/or resides and works outside the boundaries of the Chapter as defined in Article I, Section 2, has an interest in the objectives and activities of the Chapter. Other Members shall be entitled to all rights, privileges and responsibilities of Voting Members, including voting in Chapter elections, except as detailed in Section 1 of this Article.

Section 3 – Dues. Annual dues to be determined at each annual meeting shall be payable by each member to the Treasurer no later than January 1. Members who have not paid Society dues shall lose their voting membership status in the Oklahoma Chapter. Annual Chapter dues also may be paid to the Society along with Section and Society dues to be subsequently remitted to the Chapter.

Section 4 – Resignation. Members may resign at any time by giving notice to the Chapter’s Treasurer.

Section 5 – Reinstatement. Persons who are dropped from the rolls of the Chapter for non-payment of dues or resignation may be reinstated into membership in this Chapter upon reapplication and payment of appropriate dues.

Section 6 – Charter Member. Voting or Other members in good standing on the membership rolls as of December 31, 1968, shall be considered Charter Members.

Section 7 – Honorary Member. Honorary Members of the Oklahoma Chapter shall be persons who, by a majority vote of all members of the Chapter, have been thus recognized for their achievements. An Honorary Chapter member need not pay Chapter dues. Honorary members who are voting members of The Society shall have the same rights and privileges as Chapter Voting members as defined in Article IV, Section 1. Honorary Members who are not voting members of The Society shall have the same rights and privileges as Other Members as defined in Article IV, Section 2.

Section 8 – Supporting and Contributing Members. Members contributing annually at least 10 times the regular annual dues established pursuant to Section 3 of Article IV for Voting (Section 1) and Other Members (Section 2) shall be recognized as Supporting and presented an appropriate certificate; members contributing annually 100 times regular dues shall be recognized as Contributing and presented an appropriate plaque. Supporting and Contributing Members will have voting rights in accordance with the requirements of Article IV, Section 1 or 2.

ARTICLE V – Elections and Officers

Section 1 – Nominating and Elections Committee. The three-member Nominating and Elections Committee selected by the Executive Board (Article VII, Section 1) of the Oklahoma Chapter shall prepare a slate of at least two candidates for each of the elective positions, namely: President, President-Elect, Secretary, Treasurer, and two additional Executive Board members from the Chapter voting membership.

Clause A. All nominees must be voting members (Article IV, Section 1)

Clause B. Prior approval shall be obtained from said candidates.

Clause C. Said nominations slate shall be submitted to the membership at least 30 days prior to the annual business meeting.

Clause D. Additional nominees may be added to the Nominating and Election Committee's slate upon the signed support of six or more members, provided prior approval has been obtained from each nominee.

Clause E. A member may be elected for no more than two consecutive terms in the same elective position.

Section 2 – Balloting. Written or electric ballots shall be received from the members by the Secretary and shall be counted by the Nominating and Elections Committee. For ballot-counting purposes, the President shall appoint a replacement for any member of the Nominating and Elections Committee who has been nominated for an office by the membership or who is absent from the annual business meeting.

Clause A. Members in arrears shall forfeit their rights to vote during the period of their delinquency.

Clause B. A signed absentee ballot may be submitted to the Secretary by a member prior to the scheduled time for counting ballots.

Clause C. The candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold more than one elective position simultaneously.

Section 3 – Officers. Officers of the Oklahoma Chapter shall consist of a President, President-Elect, Secretary, and Treasurer. Their duties are:

Clause A. President – The President shall have general supervision of the Chapter officers, shall appoint (with the advice of the Executive Board) Chairmen of all regular and special committees within 30 days after assuming office, shall preside as chairman at meetings of the Executive Board and the Chapter, and shall be an ex officio member of all committees except the Nominating and Elections Committee. The President may represent the Chapter or appoint alternate representatives to other Chapter, Section or Society boards, committees or meetings, including the Executive Board of the Southeast Section. The Chapter Representative shall represent and serve as liaison to the Section for the Chapter, provide the editor of the Section newsletter with news and items of interest from the State and serve as contact among the Sections, the Chapters', and members in their respective states. The Representative will assist the Section President by verifying mailing addresses, conducting membership drives, polling individual members and assisting in routine Section business.

Clause B. President-Elect – The President-Elect shall assume the duties of the President in the absence or upon the inability of the President to serve, and shall perform any duties assigned by the President. Such duties shall include chairmanship of the program committee. In the event the President-Elect cannot serve in the President’s absence, the Executive Board shall appoint a President, *pro tempore*. The President-Elect shall accede to the office of President after completion of the term as President-Elect.

Clause C. Treasurer – The Treasurer shall be responsible for the funds of the Chapter, shall submit complete financial reports to the last meeting of the person’s term of office, shall receive and disburse funds and shall maintain membership rolls.

Clause D. Secretary – The secretary shall be responsible for the files and records of the Chapter, shall record the minutes of all meetings, shall maintain correspondence records, and shall be responsible for issuance of meeting minutes.

Clause E. Executive Board – The Executive Board shall act as the governing body for the Chapter and shall be made up of the above named officers, the Past-President, the standing committee chairman, and the two duly elected board members.

Section 4 – Term of Office. Officers must be voting members of The Society, serve for approximately two years (except President elect, which shall be elected annually and be moved to President then past President at subsequent rotations), be installed at the Annual Meeting, take office immediately following the Annual Meeting, and unless reelected, terminate their duties at the conclusion of the second Annual Meeting, or at such time as their successors are elected and installed. To maintain continuity of the group, 1 board member and EITHER the secretary or treasurer will be elected each year.

Section 5 – Vacancies. If the office of President is vacated for any reason, the President-Elect shall assume the duties of the President for the balance of the unexpired term of the President. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board. All appointees must be voting members of the Chapter and The Society.

ARTICLE VI – Meetings

Section 1. Regular membership meetings shall be held at such times and places as determined and published by the Executive Board.

Clause A. Annual Meetings – The regular meeting, normally during late summer or early fall, shall be known as the Annual Meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, presenting technical papers and workshops, and for any other business that may arise. A spring meeting shall be held at the discretion of the Executive Board for the

purpose of conducting Chapter business and presenting technical papers and workshops if appropriate.

Clause B. Meeting Notice – The members must be notified at least one month prior to regular meetings and at least 10 days prior to special meetings.

Clause C. Quorum – The quorum for annual meetings of the Chapter shall be over 50% of the membership or 15 members in good standing, whichever is less; and for Executive Board Meetings, seven members of the Board.

Clause D. Meeting Rules – The order of business and parliamentary procedures at meetings of the Chapter shall follow *Robert's Rules of Order*, latest version.

Clause E. Bylaws – The Bylaws of this organization shall be available for inspection during every meeting. If these Bylaws are revised, the new revision must be approved by The Society before becoming effective.

Section 2. – Special Meetings. Special meetings may be called by the Executive Board at any time, provided due notice (see Article VI, Section 1B) and the purpose of the call are given.

Clause A. Only those items listed in the call for a special meeting shall be acted upon at the special meeting.

Clause B. All clauses under Section 1 of this Article apply as well to special meetings.

ARTICLE VII – Management and Finance

Section 1 – Executive Board. The Oklahoma Chapter shall be governed by an Executive Board composed of its officers, the Past-President, standing committee chairmen, and two Chapter members duly elected to the Board.

Clause A. Conduct – The Executive Board shall conduct its affairs in conformance with the provisions of these Bylaws, and those of The Society. The Board is authorized to act for the Chapter between meetings and shall report its interim actions to the members at each succeeding membership meeting. Any action of the Board may be overridden by a two-thirds vote of the voting members attending a membership meeting.

Clause B. Attendance – Members may attend Board meetings, but may participate therein only when asked to do so, and they may not vote at such meetings.

Section 2 – Finance. Funds of the Oklahoma Chapter shall be under the supervision of the Executive Board, and shall be handled by the Treasurer. The financial records of the Oklahoma Chapter shall be periodically examined by the Audit Committee (Article VIII, Section 2, Clause G).

Clause A. The Treasurer need not be bonded.

Clause B. Funds shall be derived from dues, special assessments, work projects, and contributions.

Clause C. Funds shall be placed in a federally insured bank or savings and loan association.

Section 3 – Reports. Within 20 days after an election or other official action(s) the Secretary shall report such action(s) to the Executive Director of The Society, the Southeast Section Representatives, and the Southeast Section President. An annual report and activity time sheets from the Secretary shall be forwarded to these same parties. A statement of calendar-year income and expenses, together with starting and ending balances, must be submitted by the Treasurer to the Executive Director in January of each year for federal tax reporting by The Society Office. A Treasurer’s report must also be submitted to the Executive Board at the first meeting of the new year. If the Chapter obtains its Employer ID Number through The Wildlife Society, the Chapter shall also submit required IRS forms to the IRS and the IRS confirmation receipt to The Wildlife Society; the Chapter may contact The Wildlife Society to determine the appropriate form to submit for IRS reporting purposes.

Section 4 – Files. The Chapter shall maintain a file containing: Bylaws of The Society, the Southeast Section and the Oklahoma Chapter, minutes of all regular and special meetings of the membership and of the Executive Board, correspondence pertinent to Chapter affairs, any committee reports, financial statements and records, and all other material designated as pertinent by the Executive Board. A “procedure for filing” shall be kept in the Chapter file for the guidance of each succeeding Secretary. A Chapter “Operations Manual” provided by The Society will be maintained by the President of the Chapter and a Written record of transfer of this manual to the incoming President will be maintained, and The Society will be notified of each such transfer.

Sections 5 – Resolutions and Public Statements. Any two or more members may submit resolutions or statements for consideration by the Chapter’s Executive Board. The resolutions and statements may deal with legislative proposals, administrative regulations, and environmental assessments and impact statements, and other subjects or issues affecting Oklahoma’s natural resources. These shall be accepted or rejected by the Board and, if involving new policy, prepared for submission to the Chapter membership. Such new items must be approved by two-thirds of the Chapter membership voting and must be transmitted to The Society, the Southeast Section Representative, and the Southeast Section President. Actions falling within previously established Chapter policies may be carried out by the Chapter officers upon unanimous approval of the Executive Board. On issues for which there are no previously established Chapter polices and that demand action on reasonably short notice, the President, or designated

representative, may present a Public Statement on behalf of the Chapter provided that: (1) the concept of the position statement be brought to the attention of the Executive Board and is accepted unanimously by them prior to public issuing of the statement; and (2) the membership will be notified at the next membership meeting. Furthermore, the Oklahoma Chapter may issue statements pertaining to subjects in its locale:

(a) When the contents of the statement fall within the established policy of The Society; and,

(b) In the absence of existing position statements by The Society.

The Oklahoma Chapter will not issue statements that may be in conflict with the policy of The Society without prior approval of The Society's Council. All statements will follow the "Policy Guidelines" (<http://wildlife.org/network/tws-local/annual-reporting/>). The membership, The Society, Southeast Section Representative, and Southeast Section President must receive copies of any Resolution or Public Statement within 15 days of such action.

ARTICLE VIII – Committees

Section 1 – Committee Duties and Descriptions.

Clause A. Nominations and Elections – (See Article V, Section 1).

Clause B. Membership – This committee shall encourage the maximum number of qualified persons residing in the area to become members of The Society, the Southeast Section, and the Chapter. The committee may make recommendations to the Executive Board regarding approval of individuals seeking Other Member status.

Clause C. Programs – This committee shall arrange programs of all regular membership meetings and provide the President with a proposed agenda for the Annual Meeting at least 6 weeks prior to the meeting date.

Clause D. Education and Information – This committee shall prepare a Chapter newsletter for distribution to the membership as needed, but not less than twice yearly. This committee also shall seek and employ methods of informing the public of basic concepts of wildlife management and of Chapter and Society activities and interests.

Clause E. Audit – This committee shall consist of a chairman and at least two additional members. It shall review the financial records and support documents of the Treasurer at least annually and report its finding to the Executive Board. The committee also shall review these records and documents prior to any change in the office of the Treasurer.

Clause F. Awards – Each year, the President shall appoint a committee, known as the Awards Committee, to select and award recipient or recipients. At least one member shall have been a member of the Awards Committee of the previous year. The Awards Committee will solicit written nominations, select judges, and do other activities necessary to support the awards program of the Chapter as elaborated in Article IX.

Awards presented by the Chapter shall include a Publication and Creativity Award, Student Research Award, Undergraduate Scholarship, Private Land Management Award, Honorary Membership, Harold C. Stuart Conservation Excellence Award, and Oklahoma Award. Certain of these awards might not be given every year, consistent with the guidelines in Article IX.

The Awards Committee may also recommend special certificates.

Section 2 – Accountability. All committees shall be accountable to the Executive Board, under the general supervision of the President.

Section 3 – Tenure. All committees shall serve until new committees are appointed in their stead or until the duties assigned to the committee have been discharged.

ARTICLE IX – AWARDS

Section 1 – Honorary Membership. See Article IV, Section 7.

Section 2 – Publication and Creativity Award. This award is presented to member(s) of the Oklahoma Chapter who, as individuals or members of a team, make outstanding contributions to natural resource management and conservation through books, technical articles, popular articles, videos, or other media or programs completed within the last 3 years, including the current year. This award is presented annually if a suitable candidate(s) is/are available.

Categories include:

Books

Electronic Media (i.e. websites, CDs, DVDs, listservs, or similar)

Peer-reviewed Scientific Articles (journal or peer-reviewed proceedings)

Popular Articles (published in magazines, newspapers, newsletters, or similar)

Technical Publications (reports, books, factsheets, or similar)

Nomination should include: 1) a cover letter supporting the publication, and 2) four hard copies or a digital pdf to the Publication Awards Committee Chair.

Section 3 – Student Research Award. This competitive award is presented annually or irregularly at the discretion of the Executive Board. First prize is called the Moser Student Research Award. Protocols for submission and evaluation of abstracts and papers are given in Attachment A (not part of these Bylaws).

Section 4 – Undergraduate Scholarship. This competitive award, open to undergraduates at Oklahoma universities, is presented annually or irregularly at the discretion of the Executive Board. Protocols for applications, eligibility, and evaluations are given in Attachment B (not part of these Bylaws).

Section 5 – Private Land Management Award. This award, which may be presented annually at the discretion of the Awards Committee, recognizes exemplary contributions to natural resource management on private land. Nominations should include descriptions of the landowner’s goals, property, and wildlife management practices. The nominator usually gives a brief slide presentation about the recipient and the property at the annual meeting.

Section 6 – Harold C. Stuart Conservation Excellence Award. This award may be presented annually to a lay person or group that has contributed significantly towards enhancing conservation stewardship and perpetuating a conservation ethic through activities in Oklahoma. Nominations for this award follow the details of the Oklahoma Award (Section 6).

Section 7 – Oklahoma Award. This award, the Chapter’s most prestigious, may be presented annually at the discretion of the Awards Committee to an individual(s) who has made an outstanding contribution to the profession of wildlife management in the State of Oklahoma. The award will be presented at the Annual Meeting.

Nominations may be submitted in writing by an Oklahoma Chapter member or nonmember to the Chairman of the Awards Committee prior to August 1. The Committee is not limited to these nominations in selecting the candidate.

The general criteria to be used for nominations include:

1. A nominee should live or work in Oklahoma or have done so during period pertinent to the nomination.
2. A nominee may have received professional training or be a layman in the field of wildlife management.
3. A nominee is not required to be a member of The Society or the Oklahoma Chapter.
4. A nominee’s achievement need not have occurred in the 12 months preceding the date his accomplishments are recognized.

The information for nominations should include:

1. Name, date and place of birth.

2. Education – place, degree and date.
3. Pertinent Employment – past and present, place and dates.
4. Distinguishing activities (may include papers).
5. Reason for which nomination is being made.
6. Signature of nominator.

ARTICLE X – Dissolution

Section 1. STANDARDS TO CONTINUE - The Chapter must continue to demonstrate its viability to the Council of The Wildlife Society by meeting the following standards: a) complying with the criteria for affiliation (Article 1, Section 3), b) submitting the required reports to The Wildlife Society (Article VII, Section 3), and c) fulfilling the purposes and intent of these bylaws. The Council of The Wildlife Society may dissolve the Oklahoma Chapter following a 1 year grace period during which time the Chapter can come back into compliance

Section 2. DISSOLUTION - The Council of The Wildlife Society may dissolve the Oklahoma Chapter, following a 1 year grace period during which time the Oklahoma Chapter can come back into compliance, if (1) it finds the Chapter is not meeting the standards established in Article IX, Section 1 and/or (2) if the Chapter fails to file required IRS reports, as set out in Article VI, Section 3, for 3 consecutive years. Upon dissolution of the Oklahoma Chapter of The Wildlife Society, its Executive Board shall transfer all assets, accrued income, and other properties to The Council of The Wildlife Society with the understanding that said assets will be held for a maximum of 5 years from the date of dissolution of the Chapter, for redistribution to another chapter that may be established in approximately the same geographical area within said 5-year period. If another chapter is not established within said area and period of time, the Society Council may use or distribute all assets, accrued income, and other properties as best determined by the Council in accordance with Society Bylaws.

ARTICLE XI – Amendment to Bylaws

Section 1 – Procedure. These Bylaws may be altered or amended by a majority of the members voting at any Annual or special meeting if due advance notice of the proposed changes per Article VI, Section 1B of these Bylaws is followed. A member who will be absent from the meeting may proceed as under “Balloting” in Article V, Section 2B.

Section 2 – Conformance. No amendment to these Bylaws shall be enacted that results in conflict with The Society Bylaws. If these Bylaws are revised, the new revision must be approved by the Society before becoming effective.