Organized: March 22, 1974

Amended and Approved: December 14, 2015

BYLAWS

for the

WYOMING CHAPTER

of

THE WILDLIFE SOCIETY, INC.

Article I – Name, Area, and Affiliation

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

Section 2 – Area – This Chapter shall have as its area of organization the State of Wyoming.

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

Article II – Objectives

Section 1 – Objectives – Consistent with the objectives of the Society, the Wyoming Chapter objectives are:

1. To provide an organization of wildlife management professionals from which statements affecting wildlife can be made exclusive of agency limitations.

2. To provide for the exchange of ideas and information between wildlife workers without agency consideration.

3. To strengthen the Society, its objectives and goals.

4. To promote and provide for intradisciplinary communication and training to keep abreast of modern needs and technological developments.

5. To promote awareness of and continued improvement in wildlife management.

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

1. Provide opportunities for better liaison among the individual members, their Section, and the Society.

2. Evaluate the principles involved in proposed or enacted societal actions that could affect wildlife.

3. Recognize and commend outstanding achievement in the wildlife environment.

4. Focus the aims and objectives of the Society and Section upon needs, problems, and events on the local scene as determined by professional wildlife biologists.

5. Encourage communication between members and non-members to create climates under which resource management tools will be used effectively.

6. Sponsor local wildlife-related events, which are consistent with the goals and objectives of the Wyoming Chapter of The Wildlife Society.

Article III – Chapter Year

The Chapter operating and fiscal year shall begin January 1.

Article IV – Membership

Section 1 – Voting Membership – Voting membership in the Wyoming Chapter shall be available to any voting member of the Society who resides or conducts professional business within the boundaries of the Chapter as defined in Article I, Section 2. Only Chapter voting members may hold office in the Chapter, vote on official matters affecting Chapter policy or 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 Wyoming Chapter shall be available to any person who, although either not a member of the Society or resides and works outside of the Chapter's organizational area (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 Chapter Voting Members, including voting in Chapter elections, except those reserved for Chapter Voting Members (Article IV, Section 1).

Section 3 – Dues – Annual dues of $10.00 per year or $25.00 for three years shall be payable by each member to the Treasurer no later than August 30. Members who have not paid their Wildlife Society dues shall lose their voting membership status in the Wyoming Chapter.

Section 4 – Resignation – Members may resign at any time by giving notice to the Chapter's Secretary, or will be considered to have resigned if annual Chapter dues are not paid.

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 and other members in good standing on the membership rolls as of August 30, 1975 shall be considered Charter members.

Section 7 – Honorary Member – Honorary members of the Wyoming Chapter shall be persons who, by a two-thirds vote of all voting Chapter members, have been thus recognized for their achievements. An honorary 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 (Article IV, Section 1). Honorary Members who are not voting members of the Society shall have the same rights and privileges as Other Members (Article IV, Section 2).

Article V – Elections and Officers

Section 1 – Nominations & Awards Committee – The Nominations & Awards Committee of the Wyoming Chapter shall prepare a list of candidates for each of the elective positions, namely: President-Elect, Secretary, Treasurer, and two Board Members At-Large from the membership of the Chapter.

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

Clause B – Prior approval shall be obtained from said candidate.

Clause C – Said slate of nominees shall be submitted to the membership at least 30 days prior to the annual business meeting. In the instance that said slate of nominees is not finalized 30 days prior to annual business meeting, elections will be conducted following the annual business meeting coinciding with at least 30 days notice to the membership of said slate of nominees.

Section 2 – Balloting – Ballots shall be received from the members by the Secretary and shall be counted by the Nominations & Awards Committee. For ballot-counting purposes, the President shall appoint a replacement for any member of the Nominations & Awards Committee who has been nominated for an office by the membership.

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 election cut-off date and when ballots are counted.

Clause C – The candidate receiving the largest number of votes on the ballots shall be declared elected. No one may hold two elective positions simultaneously.

Section 3 – Officers – Officers of the Wyoming Chapter shall consist of a President, President-Elect (who shall serve as Vice-President), Immediate Past-President, Secretary, and Treasurer. Their duties are:

Clause A – President – The President shall have general supervision of Chapter officers; shall appoint, with the advice of the Executive Board, a Chairperson of all regular and special committees; shall preside as Chairperson at meetings of the Executive Board; and shall be an ex-officio member of all committees except the Nominations & Awards Committee. The President may represent the Chapter or appoint alternate representatives to other Chapter, Section, or parent Society boards, committees, or meetings, including the Executive Board of the Central Mountains and Plains 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 Chapter area, and serve as a contact among the Section, Chapters, and members in their respective areas. 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 when the President is absent or unable to serve, and shall perform any Chapter duties assigned by the President. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President, *pro tempore*.

Clause C – Immediate Past-President – The Immediate Past-President shall perform duties as assigned by the President. Additional duties include providing consultation to the Executive Board or any member therein when asked to do so by the President or any member of the Executive Board.

Clause D – Secretary – The Secretary shall be responsible for the files and records of the Chapter. Additional duties shall include the recording of the minutes of all meetings, correspondence, and the issuance of meeting notices.

Clause E – Treasurer – The Treasurer shall be responsible for the funds and inventory of assets of the Chapter and shall submit a complete financial report at the last meeting of their term of office. Additional duties shall include the disbursement of funds and maintenance of the membership records.

Clause F - Board Members - There shall be two Board Members elected at-large from the membership. The Board Members shall be elected in alternating years. Board Members shall assume such duties as assigned by the President.

Section 4 – Term of Office – The officers and elected Board members must be voting members of the Society; be installed at the Annual Meeting or after ballots are counted; take office immediately following the Annual Meeting; and, unless re-elected, terminate their duties at the conclusion of the next Annual Meeting, or at such time as their successors are elected and installed. The Secretary, Treasurer and Board Members shall each serve a two-year term. The President-Elect, President and Immediate Past-President shall each serve a one-year term in their respective positions.

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, although an appointed President-Elect shall serve only until the next scheduled Chapter election where the membership shall elect the next President. All appointees must be voting members of the Chapter and the Society.

Article VI – Meetings

Section 1 – Regular Meetings – 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**,** usually held during November or December of each year, shall be known as the Annual Meeting and shall be for the purpose of electing and installing officers, receiving reports of officers and committees, and for any other business that may arise. The Annual Meeting may be held at other times at the discretion of the Executive Board.

Clause B – Meeting Notice – The members must be notified at least 30 days prior to annual and regular meetings and at least 10 days prior to special meetings.

Clause C – Quorum – The quorum for the Annual Meeting of the Chapter shall be 10 voting members in good standing, and for Executive Board meetings, three members of the Board.

Clause D – Meeting Rules – The rules contained in the latest revision of *Roberts Rules of Orde*r shall govern all meetings where they are applicable.

Clause E – Bylaws – The Bylaws of the Chapter shall be available for inspection during every meeting, and be the responsibility of the President. Revisions 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 (Article VI, Section 1B) and the purpose of the call is 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 Wyoming Chapter shall be governed by an Executive Board composed of its officers, the Immediate Past-President, and two members of the Chapter 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 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 Wyoming Chapter shall be under the supervision of the Executive Board, and shall be handled by the Treasurer. The financial records of the Chapter shall be periodically examined by the Audit Committee (Article VIII, Section 2F).

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, savings and loan association, or federal credit union.

Section 3 – Reports – Within 20 days after an election or other official action(s) of the Chapter, the Secretary shall report such action(s) to the Executive Director of the Society, and to the Central Mountains and Plains Section representative and President. Annual financial statements and activity reports from the Treasurer shall be forwarded to these same parties. A statement of calendar-year income and expenses, together with

starting and ending balances, must be submitted to the Executive Director of the Society in January of each year for federal tax reporting.

Section 4 – Files – The Chapter shall maintain a file containing: Bylaws of the Society, the Central Mountains and Plains Section, and of the Chapter; minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Chapter affairs; all committee reports, financial statements, and records; and all other material designated as pertinent by the Executive Board. A "procedure for filing" shall be drafted and 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.

Section 5 – Resolutions and Position Statements – Any Chapter member in good standing may submit resolutions or statements to the Science Committee (Article VIII, Section 2C) for consideration by the Chapter's Executive Board. 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 and the Central Mountains and Plains Section Representative and President, if approved. Actions falling within previously established Chapter policies may be carried out by any Chapter officer upon unanimous approval of the Executive Board. On issues where there are no previously established Chapter policies and that demand action on a reasonably short notice, the President, or designated representative, may present a Position Statement on behalf of the Chapter provided that: 1) the concept of the statement be brought to the Executive Board's attention and is accepted by them prior to public issuing of the statement, and 2) copies of the statement will be sent to the membership in the next newsletter. Furthermore, the Chapter may issue statements pertaining to subjects in its locale:

a) when the context of the statement falls within the established policy of the Society, and

b) in the absence of existing position statements by the Society.

The 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 "Guidelines for Conservation Affairs Activities" (Appendix 4.421b of the Operations Manual) and conform to the Society's policy regarding conservation affairs (Appendix 4.421a of the Operations Manual). The Chapter membership, the Society, and the Central Mountains and Plains Section Representative and Section President must receive copies of any Resolutions and Position Statements within 15 days of such action.

Article VIII – Committees

Section 1 – Appointments – The Chapter President shall consider suggestions of the Executive Board in appointing chairpersons of all regular standing committees and all special committees.

Section 2 – Duties of Standing Committees:

Clause A –Nominations and Awards – See Article V, Section 1. This committee shall also solicit nominations for "Professional of the Year Award", "Citizen of the Year Award", "Roger Wilson Lifetime Achievement Award", and the "Distinguished Service Award" given by the Wyoming Chapter; conduct the balloting; and obtain the plaques for these awards. It shall assemble a panel of judges to critique the student paper presentations at the Annual Meeting, and present the "Best Student Oral Presentation Award" and "Best Student Poster Presentation Award". The committee shall prepare and distribute news releases to state and local media describing the awards and the recipients.

Clause B – Communications – This committee shall seek and employ methods of informing the public of basic concepts of wildlife management and of Chapter and Society activities and interests. This committee shall maintain the Chapter website and Facebook page and update both as needed. This committee shall publish 3 Wyoming Chapter newsletters each year consisting of a Winter Issue, a Spring/Summer Issue and a Fall Issue . This committee shall contribute articles, and contact individuals, both within and outside of the Chapter, to submit articles of interest for Chapter newsletters. The newsletter editor shall compile the information into newsletter form, and distribute to the membership in a secure electronic format when possible. A copy of the newsletter shall be provided to the Society, and the President and newsletter editor of CMPS at no expense.

Clause C – Science Committee – This committee may review, evaluate and make recommendations to the Executive Board on the use of science in wildlife management as it pertains to actions, plans or other activities proposed within Wyoming that are brought forth from any Chapter member in good standing. This committee shall also receive proposed resolutions and position statements from any Chapter member in good standing at any time and shall prepare, submit and recommend action on such items to the Executive Board in accordance with Article VII, Section 5. To facilitate the Society's Conservation Affairs Network (CAN), this committee shall also provide a liaison for the Chapter to the CAN. The liaison position shall be a two (2) year term, appointed by the Chairperson and subsequently approved by the Executive Board. The liaison shall attend all regular and special meetings of the CAN, and report to both the Chairperson and the Executive Board in a timely fashion following CAN meetings. In the event that the liaison cannot attend a CAN meeting, they shall notify the Chairperson who

will either attend the meeting or nominate a delegate from this committee. Membership of this committee shall be limited to highly qualified wildlife professionals, as determined by the Chairperson.

Clause D – Legislative Affairs – This committee shall review legislative proposals, administrative regulations, and other subjects or issues affecting wildlife or wildlife habitat within the organizational area of the Chapter and make recommendations to the Executive Board for any action that should be taken by the Wyoming Chapter. The Chairperson may ask any Chapter member to assist with reviews.

Clause E – Audit – This committee shall consist of a chairperson and at least one additional member. It shall review the financial records and support documents of the Treasurer at least annually. The committee also shall review these records and documents prior to any change in the office of the Treasurer.

Section 3 – Accountability – All committees shall be accountable to the Executive Board, under general supervision of the President.

Section 4 – 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 - Dissolution

Upon dissolution of the Wyoming Chapter of The Wildlife Society, its Executive Board shall transfer all assets, accrued income, and other properties to The Council of the Society with the understanding that said assets will be held for a maximum of five years from the date of dissolution of the Chapter, for re-distribution to another Chapter that may be established in approximately the same geographical area within said five-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 Bylaws of the Society.

Article X – Amendment to Bylaws

Section 1 – Procedure – These Bylaws may be altered or amended by a majority of the Chapter members voting in any annual or special meeting if due notice of the proposed changes (Article VI, Section 1B) is followed. A member who will be absent from the meeting may file an absentee ballot (Article V, Section 2B).

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