

# BYLAWS OF THE SOUTHWEST SECTION OF THE WILDLIFE SOCIETY

Organized: April 5, 1978  
Amended: February 5, 2015

## ARTICLE I. NAME, AREA, AND AFFILIATION

**Section 1 - NAME** - The name of this organization shall be the **SOUTHWEST SECTION** of The Wildlife Society hereinafter referred to as the **Section**.

**Section 2 - AREA** - The Section shall have as its area of organization the states of Arizona, New Mexico, Texas, the Republic of Costa Rica, and the United Mexican States (Mexico).

**Section 3 - CRITERIA FOR AFFILIATION** - The Section shall conform to Bylaws, Code of Ethics, objectives, policies, and positions as adopted by The Wildlife Society, Inc.<sup>1</sup> (Hereinafter referred to as the Society.)

## ARTICLE II. OBJECTIVES

**Section 1 - OBJECTIVES** - The principal objectives of the Section shall be those set forth in the Bylaws of The Wildlife Society. Additionally, the Section shall:

1. Establish professional solidarity and maintain within the Section the highest possible professional standards; encourage all types of wildlife conservation; and protect the interests of Section members.
2. Provide an opportunity for better liaison between individual members, the Section Representative, and the Society, and shall serve members of the Society in the Section in any other appropriate manner.
3. Recognize scientific research and conservation of wildlife and their environments in the Section as primary goals and commend outstanding work in the profession.
4. Support fair and uniform standards of employment and treatment of those professionally engaged in the practice of wildlife conservation.

**Section 2 - IMPLEMENTATION** - To aid in the achievement of these objectives, this Section proposes to:

1. Provide opportunities for liaison among individual members, their Section, and the Society.
2. Arrange for annual meetings at which appropriate discussions may be held, with papers presented, thus advancing the science and practice of wildlife conservation.

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<sup>1</sup>Incorporated in 1948 under the laws of the District of Columbia

3. Evaluate and respond to the principals involved in proposed or enacted societal actions that could affect wildlife or its habitats.
4. Recognize and commend outstanding professional achievements in maintenance, restoration and enhancement of habitats for wildlife.
5. Focus the aims and objectives of the Society and the Section upon professional wildlife needs, problems, and events in local situations.
6. Encourage communication between members and non-members to facilitate understanding and effectiveness of research and management of wildlife resources.

### **ARTICLE III. SECTION YEAR**

The Section operating and fiscal year shall begin 1 January, although the Section's financial reporting must follow the Society's calendar year schedule.

### **ARTICLE IV. MEMBERSHIP**

**Section 1 - VOTING MEMBER** - Voting membership in the Section shall be available to any member of the section who is current on dues. Only Section Voting Members may hold office in the Section, vote on official matters affecting the Society, and officially represent the Section on business of the Society by Board or officer appointment.

**Section 2 - CHARTER MEMBER** - Voting and Other Members in good standing on the membership rolls as of March 1962 when the Section was first organized or 5 April 1978 when the Section reorganized shall be considered Charter Members.

**Section 3 - HONORARY MEMBER** - Honorary Members of the Section shall be persons nominated by the Executive Board or designated Nominations Committee who, by a simple majority vote of all Section members, have been thus recognized for their achievements. A Section Honorary Member need not pay Section dues. Honorary Members who are voting members of The Wildlife Society shall have the same rights and privileges as Section Voting Members (Article IV, Section 1).

**Section 4 - DUES** - Annual dues of \$5.00 shall be payable by each member to the Treasurer on a calendar year basis. Members who have not paid their Section dues shall lose their Voting Member status in the Section. Annual Section dues also may be paid to The Wildlife Society's headquarters, along with Chapter and Society dues, and subsequently will be remitted to the Section.

**Section 5 - RESIGNATION** - Members may resign at any time by giving notice to the Section's Secretary or Membership Chair or will be considered to have resigned if annual Section dues are not paid.

**Section 6 - REINSTATEMENT** - Persons who are dropped from the rolls of the Section for non-payment of dues or resignation may be reinstated into membership in the Section upon payment of appropriate dues.

**Section 7 - BYLAWS** - Each member (upon request) shall be presented a copy of these Bylaws upon becoming a member of this Section. The Bylaws will also be made available in an electronic copy posted on the Section website.

## **ARTICLE V. ELECTIONS AND OFFICERS**

**Section 1 - NOMINATING AND ELECTIONS COMMITTEE** - The 3-member Nominating and Elections Committee, selected by the Executive Board (Article VII, Section 1) of the Section, shall prepare a slate of 2 candidates for each of the elective positions, namely: President-Elect, Secretary, and Treasurer. Each Chapter is responsible for appointing a Chapter Representative and Student Representative to the Section Executive Board. The committee is responsible for organizing and carrying out the election process.

**CLAUSE A** - All nominees must be Voting Members (Article IV, Section 1).

**CLAUSE B** - Prior approval shall be obtained from said candidates before nomination and all nominees shall be Voting members of the Section.

**CLAUSE C** - Nomination slate shall be submitted to the membership no later than November 1 or at least 30 days prior to electronic balloting.

**CLAUSE D** - In addition to candidates nominated by the Section Nominating Committee, others may be nominated for the same offices by a written petition to the Secretary signed by at least 10 active members no later than 1 September in the year of the election. Persons so nominated will be listed on the written ballot described in Section 2 below.

**CLAUSE E** - A member may be elected for no more than 2 consecutive terms in the same elected position. With the exception of the Treasurer, who may hold that office for as long as he/she desires, or until a new Treasurer is elected by the membership.

**CLAUSE F** - Candidates for President-Elect cannot be from the same state (Arizona, New Mexico, Texas) or country (Costa Rica, or Mexico) as the President.

**CLAUSE G** – Candidates for Secretary cannot be from the same state (Arizona, New Mexico, Texas) or country (Costa Rica, or Mexico) as the current Secretary without prior approval by current Executive Board.

**Section 2 - BALLOTING** – Each member shall receive 1 blank written or electronic ballot on or before November 15 or at least 30 days before the election, accompanied by an announcement of the slate of officers and notice of the final closing date for the election. Written and/or electronic ballots shall be received from the members by the Secretary and shall be counted by the Nominating and Elections Committee. Written ballots, if used, will be collected by mail. 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.

**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 closing the election.

**CLAUSE C** - The candidate receiving the largest number of votes on the written and/or electronic ballot shall be declared elected. No one may hold more than 1 elective position simultaneously.

**Section 3 - OFFICERS** - Officers of the Section shall consist of a President, President-Elect (who shall serve as Vice-President), Secretary, and Treasurer. Their duties are:

**CLAUSE A - PRESIDENT** - The President shall have general supervision of the Section officers, shall appoint, with the advice of the Executive Board, Chairs of all regular and special committees, shall preside as Chair at meetings of the Executive Board, and shall be an *ex officio* member of all committees, except the Nominating and Elections Committee. The President may represent the Section or appoint alternate representatives to other Chapter, Section, or Society boards, committees, or meetings including the Executive Board of the Section.

**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. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President, *pro tempore*.

**CLAUSE C - SECRETARY** - The Secretary shall be responsible for the files, recording of the minutes of all meetings, the maintenance of the membership rolls, correspondence, and the issuance of meeting minutes. The Secretary shall conduct Section correspondence and perform other duties as may be requested by The Wildlife Society.

**CLAUSE D - TREASURER** – The Treasurer shall be responsible for the funds and associated financial records of the Section, and shall submit complete financial reports to the President prior to or during the annual meeting (Article VI; Clause A). Duties also shall include the receipt and disbursement of funds. The Treasurer shall make a financial report to the Executive Director of The Wildlife Society, the Section Representative, and the President and President-Elect of the Section by the end of each operating year.

**CLAUSE E – PAST PRESIDENT** – The immediate Past President of the Section will serve as a non-voting member of the Executive Board for a period of one year to assist with transition and assist with any requests by the President. The Past President otherwise has all the privileges as an Executive Board member.

**CLAUSE F - EXECUTIVE BOARD** - The Executive Board shall act as the governing

body for the Section and shall be made up of the above named officers, the Past President, the five Chapter Representatives to the Section, and one Student Chapter Representative from each of the Chapters of the Section TWS.

**CLAUSE G - CHAPTER REPRESENTATIVE TO THE SECTION** - The Chapter Representative shall represent their respective Chapter in Section affairs. This person shall represent and serve as liaison to the Section for their 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 Chapter, Section, 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 H - SECTION REPRESENTATIVE** - This person shall represent and serve as liaison to The Wildlife Society for the Section, Chapters, and Members within the Section. No person shall serve more than 2 consecutive terms as Section Representative. Nominees for Section Representative cannot be from the same state (Arizona, New Mexico, and Texas) or country (Costa Rica, Republic of Mexico) as the current Section Representative except when the current Section Representative is running for a second term. In this situation, additional nominee(s) must be from a different state or country.

**CLAUSE I - STUDENT CHAPTER REPRESENTATIVE TO THE SECTION** – One Student Chapter Representative from each of the 5 Chapters within the Section TWS will be appointed to the Executive Board of The Wildlife Society by their Chapter. Student Chapter Representatives will be a non-voting member of the Executive Board.

**Section 4 - TERM OF OFFICE** - The officers and Chapter Representatives must be voting members of the Section, serve for 1 year (except for the Treasurer who shall serve a longer term), be installed at the Annual Meeting, take office immediately following the Annual Meeting, and unless reelected, terminate their duties at the conclusion of the next Annual Meeting, or at such time as their successors are elected and installed.

**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. If the unexpired term is 6 months or less, the President-Elect will serve the succeeding full term. 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 Section election where the membership shall elect the next President. All appointees must be Voting Members of the Section.

## **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 MEETING** - The regular or Annual meeting in February shall be known as the Annual Meeting, and shall be for the purposes of electing or installing officers, receiving reports of officers and committees, and for any other business that may arise. The Annual Meeting shall be held at such time and place as determined and published by the Executive Board.

**CLAUSE B - MEETING NOTICE** - Members must be notified at least 6 months prior to annual and regular meetings and at least 30 days prior to special meetings.

**CLAUSE C - QUORUM** - Quorum for the Annual Meeting of the Section shall be over 50 percent of the membership or 20 members in good standing, whichever is less; for special membership meetings, over 25% of the membership or 10 members in good standing, whichever is less, and for Executive Board Meetings, 3 members of the Board.

**CLAUSE D - MEETING RULES** - The rules contained in the latest revision of Roberts Rules of Order shall govern the Section in all cases to which they are applicable and in which they are consistent with the Bylaws or the special rules of order of the Section.

**CLAUSE E - BYLAWS** - Section Bylaws shall be available for inspection during every meeting. If these Bylaws are revised, the new revision must be approved by The Wildlife Society before coming 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 are given. Special meetings of either the membership or the Section officers shall be held at each time and place as determined by the Executive Board. For those special meetings involving the membership, all members eligible to vote shall be notified at least 30 days prior to the meeting. For all special meetings, the notice must contain reference to the business to be considered.

**CLAUSE A** - Only 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.

**CLAUSE C – ORDER OF BUSINESS** - The order of business at regular meetings of the Section shall include, but shall not necessarily be limited to, the following:

1. Call to order by the President
2. Approve minutes of previous meeting
3. Address by the President on a timely subject of his or her choice.
4. Report by the Secretary
5. Report by the Treasurer
6. Reports from committees
7. Other business
8. Adjournment.

## ARTICLE VII. MANAGEMENT AND FINANCES

**Section 1 - EXECUTIVE BOARD** - The Section shall be governed by an Executive Board composed of its officers, the immediate Past-President, Chapter Representatives, and Student Chapter Representatives.

**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 Section between meetings and shall report its interim actions to the members at each succeeding membership meeting. Any Board action may be overridden by two-thirds 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 Section shall be under the supervision of the Executive Board and shall be handled by the Treasurer. The financial records of the Section shall be periodically examined by the Audit Committee (Article VIII, Section 2G).

**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 –**

1. Secretary 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 Wildlife Society, the Section Representative, and the Section President. An annual report from the Secretary shall be forwarded to these same parties.
2. Treasurer Reports - To meet IRS reporting requirements the Treasurer will send to TWS (1) A statement of calendar-year income and expenses, together with starting and ending balances to the Executive Director of The Wildlife Society and President of the Section in January of each year for federal tax reporting by the Society office and (2) If the Section obtains its Employer ID Number through The Wildlife Society, the Section shall also submit required IRS forms to the IRS and the IRS confirmation receipt to The Wildlife Society; the Section may contact The Wildlife Society to determine the appropriate form to submit for IRS reporting purposes.

**Section 4 - FILES** - The Section shall maintain a file containing: Bylaws of The Wildlife Society and the Section; minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Section affairs; all committee reports; financial statements and records; and all other material designated as pertinent by the Executive Board. The inactive files shall be in the possession of, and maintained as

directed by the President. A "procedure for filing" shall be kept in the Section file with an electronic copy for the guidance of each succeeding Secretary. A Section "Operations Manual" provided by the Society will be maintained by the Section President, a written and electronic 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 PUBLIC STATEMENTS** - Two or more members may submit resolutions or statements to the Resolutions and Public Statements Committee (Article VIII, Section 2F) for possible consideration by the Section's Executive Board. These shall be accepted or rejected by the Board and, if involving new policy, prepared for submission to the Section membership. Such new items must be approved by two-thirds of the Section voting membership and must be transmitted to The Wildlife Society, the Section Representative, and the Section President, if approved. Actions falling within previously established Section policies may be carried out by any Section officer upon unanimous approval of the Executive Board. On issues where there are no previously established Section policies and that demand action on a reasonably short notice, the President, or designated representative, may present a Public Statement on behalf of the Section provided that: 1) the concept of the statement should 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 are sent to the membership via Section listserv and posted on the Section website within 15 days after public issuing of the statement and published in the next issue of the Section newsletter. Furthermore, the Section may issue statements pertaining to subjects in its locale:

- a) When the content of the statement falls within the established policy of The Wildlife Society
- b) In the absence of existing position statements by The Wildlife Society

The Section will not issue statements that may be in conflict with the policy of The Wildlife Society without prior approval of The Society's Council. All statements will follow the "Subunit Policy Guidelines" ([www.wildlife.org/officers](http://www.wildlife.org/officers)). The Section membership, The Wildlife Society, the Section Representative, and the Section President must receive copies of any Resolution or Public Statement within 15 days of such action.

## **ARTICLE VIII. COMMITTEES**

**Section 1 - APPOINTMENTS** - The Section President shall consider suggestions of the Executive Board in appointing Chairs of all regular standing committees, except the Nominating and Elections Committee (Article V, Section 1), and all special committees. Committee chairs shall complete their committees with the President's assistance. All committee chairs shall submit a written summary of committee activities to the President and the Secretary before the close of each Annual Meeting.

**Section 2 - DUTIES OF STANDING COMMITTEES:**

**CLAUSE A - NOMINATING AND ELECTIONS** - (Article V, Section 1).

The 3-member Nominating and Elections Committee, selected by the Executive Board (Article VII, Section 1) of the Section, shall prepare a slate of 2 candidates



for each of the elective positions, namely: President-Elect, Secretary, and Treasurer. Each Chapter is responsible for appointing a Chapter representative to the Section Executive Board. The Committee shall conduct elections for the Section according to the bylaws Article V, Section 1 and will handle all of the election process.

**CLAUSE B - MEMBERSHIP** - This committee shall encourage the maximum number of qualified persons residing or working within the Section's organizational area to become members of The Wildlife Society, the Section, and the State Chapter. This Committee shall be composed of representatives from states and countries within the Section.

**CLAUSE C - PROGRAM AND SITE SELECTION** - This committee shall:

- Arrange programs of all regular and annual meetings and provide the President with a proposed agenda for the Annual Meeting at least 2 months prior to the meeting date
- Work with the host Chapter's Site Selection Committee to select an optimum location for the Annual Meeting to be held two years from present time
- Develop a list of local Section members willing to serve and assist on the Local Arrangements Committee

**CLAUSE D – CONSERVATION AFFAIRS** – This committee shall identify and describe the issues surrounding wildlife management across the Section and where appropriate, to contribute information relevant to decision making at all levels of government, to provide scientific and technical background information in a manner that is consistent with the goals and directions of the Section and Society, and to provide feedback to The Wildlife Society staff on wildlife management and conservation issues of particular relevance to Southwest Section such that The Wildlife Society can undertake its mandate sensitive to the needs of the membership.

**CLAUSE E - EDUCATION AND INFORMATION** - This committee shall:

- Seek and employ methods of informing the public of basic wildlife management concepts and of Section and Society activities and interests
- Provide continuing education opportunities for members and educational outreach opportunities for non-members on pertinent natural resource topics
- Identify and notify the Executive Board of upcoming conferences by natural resource organizations that the Section should consider supporting financially or through advertising
- Provide a positive image of the Section

**CLAUSE F - RESOLUTIONS AND PUBLIC STATEMENTS** - This committee shall receive proposed resolutions and public statements from 2 or more members at any time, and shall prepare, submit and recommend action on such items to the Executive Board in accordance with Article VII, Section 5.

**CLAUSE G - AUDIT** - This committee shall consist of a Chair and at least 2 additional members. It shall review the financial records and support documents of the Treasurer at least annually and provide independent verification that the Treasurer has dispersed funds in an appropriate fashion and maintained appropriate financial records. The committee also shall review these records and documents prior to any change in the office of the Treasurer.

**CLAUSE H – FINANCE** – This committee shall consist of a Chair and at least 2 additional members. It shall raise funds for the Section through various activities such as:

- Soliciting the financial support of businesses to help underwrite the cost of Annual Meetings
- Coordinate with the local arrangements committee for the annual meeting if a raffle is to be held, and
- Suggest to the Executive Board any ideas concerning fundraising.

**CLAUSE I – NEWSLETTER** - The term of the Newsletter Committee Chair (i.e., Editor) shall be unlimited due to the sophistication of software packages required to produce a 'quality' newsletter. The chair shall submit needs for software upgrades to the Executive Board for consideration. This committee shall:

- Disseminate information to Section members via the Newsletter
- Maintain and upgrade the quality of the Newsletter as technology improves
- Promote a positive image of the Section among current and potential members and the public.

**CLAUSE J – ELECTRONIC COMMUNICATIONS** - This Committee (ECC) will explore, develop and maintain methods of electronic communication. The ECC provides outreach to members, potential new members, and service to the community seeking information about wildlife management and issues and of Section, Chapter, and Society activities and interests. In order to achieve these objectives, the ECC develops and maintains an up-to-date website and various electronic communication methods with membership. The committee shall:

- Monitor and upgrade the Section website and other electronic communication methods with membership of the Section.
- Seek to educate using electronic media such as a website and social media outlets on important conservation issues.
- Promote a positive image of the Section.

**CLAUSE K – PUBLICITY** – The Publicity Committee will promote a positive image of the Section, recognition of Section activities and members, and the sound management of wildlife resources. The committee should consist of a Chair and the Newsletter Editors and Publicity, IT/Communications, and Conservation Review Chairs from each Chapter. These individuals should regularly report news to the Publicity Chair, who can then transfer information to the Section Newsletter Editor and Electronic Communications Committee Chair. The Publicity Chair should regularly solicit information from the Section Representative to Council and liaison at The Wildlife Society headquarters. Publicity Committee Chair needs access to digital camera and scanner.

**CLAUSE L – SCHOLARSHIP** – The Scholarship Committee shall:

- Recognize and promote professional development and academic excellence in Section of The Wildlife Society student membership.
- Provide financial assistance to deserving student members.
- Promote active student participation in the Section Scholarship Program.
- Strive to increase scholarship-funding availability through monetary donations and endowments.

**CLAUSE M – AWARDS** -The Awards committee shall:

- Provide recognition of wildlife conservation efforts by appropriate individuals.
- Promote wildlife conservation efforts through public promotion of others' efforts.
- Provide recognition of quality publications of Section members.
- Promote a positive public and internal image of the Section.

**Section 3 - ACCOUNTABILITY** - All committees shall be accountable to the Executive Board, under the 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**

**Section 1 - STANDARDS TO CONTINUE** - The Section 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 Section following a 1-year grace period during which time the Section can come back into compliance.

**Section 2 - DISSOLUTION** - The Council of The Wildlife Society may dissolve the Section, following a 1 year grace period during which time the Section can come back into compliance, if (1) it finds the Section is not meeting the standards established in Article IX, Section 1 and/or (2) if the Section fails to file required IRS reports, as set out in Article VI, Section 3, for 3 consecutive years. Upon dissolution of the Southwest Section 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 Section, for redistribution to another Section that may be established in approximately the same geographical area within said 5-year period. If another Section is not established within said area and period, 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 X. AMENDMENT TO BYLAWS**

**Section 1 - PROCEDURE** - These Bylaws may be altered or amended by a simple majority of the Section members voting at any annual, special meeting or electronically 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 the Bylaws shall be enacted that results in a conflict with The Wildlife Society Bylaws. If these Bylaws are revised, the new revision must be approved by the Society before becoming effective.