

**BYLAWS  
of the  
MISSOURI CHAPTER OF THE WILDLIFE SOCIETY**

**Organized: March 11, 1962  
Amended and Approved: February 18, 2015**

**ARTICLE I – NAME, AREA, AND AFFILIATION**

- Section 1.**     **Name** – The name of this organization shall be the Missouri Chapter of The Wildlife Society.
- Section 2.**     **Area** – This Chapter shall have as its area of organization, the State of Missouri.
- Section 3.**     **Criteria for Affiliation** - The Chapter 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** – Consistent with the objectives of the Society, the Chapter objectives are to focus attention on professional wildlife needs, problems, and events of concern within the area of organization.
- Section 2.**     **Implementation** – To aid in the achievement of these objectives, this Chapter proposes to:
- a.     Provide opportunities for better liaison among individual members, their section, and the Society.
  - b.     Evaluate the principles involved in proposed or enacted societal actions that could affect wildlife.
  - c.     Recognize and commend outstanding achievement in the wildlife environment.
  - d.     Focus the aims and objectives of the Society and the North Central Section upon professional wildlife needs, problems, and events on the local scene.
  - e.     Encourage communication between members and non-members to create climates under which the resource management arts will be used effectively.
  - f.     Encourage and support the growth and development of future wildlife professionals through student chapter outreach and involvement.

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

### ARTICLE III – CHAPTER YEAR

**Section 1.** **Duration** – The operating year shall begin immediately following the conclusion of “Old Business Items” on the agenda at the Annual Business Meeting. The fiscal year shall begin January 1.

### ARTICLE IV – MEMBERSHIP

**Section 1.** **Voting Membership** – Voting membership in the Missouri Chapter shall be available to any member of the Society who resides within the boundaries of the Chapter as defined in Article 1, Section 2. Only voting members may hold elective offices in the Chapter, vote on matters affecting the Society, and represent the Chapter or section on Society business.

**Section 2.** **Affiliate Membership** – Affiliate membership in the Missouri Chapter shall be available to any person who, although not a voting member of the Society, has an interest in the objectives and activities of the Chapter, and is approved by the Membership Committee. An affiliate member shall be entitled to all rights, privileges, and responsibilities of voting members, except as otherwise provided in Article IV, Section 1. Affiliate members may vote in Chapter elections and on other Chapter business, but may not vote on issues impacting the Society at the international level.

**Section 3.** **Student Membership** – Members of any of the Student Chapters in Missouri, or students residing or attending a college/university in Missouri, may become student members of the Missouri Chapter. Student members of the Missouri Chapter shall have the same privileges as Affiliate members as define in Article IV, Section 2.

**Section 4.** **Dues** – Annual dues will be determined by August for the following year. Current-year dues shall be payable by each member to the Treasurer at any time during the current year. Members who have not paid current-year dues in the Chapter are not entitled to the rights, privileges, and responsibilities of Chapter membership. Members who have not paid current-year dues in the Society at the national level shall lose their voting membership status in the Missouri Chapter, but may retain Affiliate Membership status. Annual Chapter dues may also be paid to Society headquarters along with Section and Society dues, and, subsequently, will be remitted to the Chapter. Student Member dues are set at fifty (50) percent of regular member dues, rounded to the next highest dollar.

**Section 5.** **Resignation** – Members may resign at any time by giving notice to the Chapter’s Secretary.

**Section 6.** **Reinstatement** – Persons who are dropped from the rolls in this Chapter for non-payment of dues may be reinstated into the membership in this Chapter upon reapplication and payment of appropriate dues.

**Section 7.** **Charter Member** – Voting and affiliate members in good standing on the membership rolls as of February 2, 1962, shall be considered Charter Members.

**Section 8.** **Honorary Member** – Honorary Members of the Missouri Chapter shall be persons who,

by a majority vote of all members present at the Annual Business Meeting, have been so recognized for distinguished service or outstanding achievement. Honorary Members have the same rights and privileges as either voting or affiliate members, but they need not pay Chapter dues.

## ARTICLE V – ELECTION AND OFFICERS

**Section 1. Nominating and Elections Committee** – The three-member Nominating and Elections Committee selected by the Executive Board of the Missouri Chapter (see Article VII, Section 1) shall prepare a slate of two candidates from the membership of the Chapter for each of the elective, expiring positions, namely: President-Elect, Secretary, Treasurer, and Board Member. The President-Elect is an annually-elected position. The Secretary, Treasurer, and Board Member are biennially-elected positions; with the Secretary beginning the 1999-year term; and the Treasurer and Board Member beginning the 2000-year term.

**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 thirty days prior to the Annual Business Meeting.

**Clause D** – Additional nominees may be added to the Nominating and Elections Committee’s slate upon the signed support of six members if submitted to the President before December 1<sup>st</sup>.

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

**Section 2. Balloting** – Balloting shall occur by written ballots or ballots in electronic form (either email or Internet balloting). Ballots shall be received from the members by the Treasurer, and shall be counted by the Nominating and Election Committee. For Balloting 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.

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

**Clause B** – An 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 greatest number of votes on the ballot shall be declared elected. No one may hold two elective positions simultaneously.

**Clause D** – Members may use their unique login to vote on-line up to 48 hours prior to the beginning of the MNRC.

**Section 3. Officers** – Officers of the Missouri Chapter shall consist of a President, Past President, President-Elect (who shall serve a Vice President), Secretary, Treasurer, and Board Member. The duties are:

**Clause A – President:** The President shall have general supervision of the Chapter officers; shall appoint, with the advice of the Executive Board, chairs of all regular and special committees; shall preside as chair at all meetings of the Executive Board; and shall be *ex-officio*, a 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.

**Clause B – President-Elect (Vice President):** 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 and records of the Chapter. Duties shall also include the recording of the minutes of all meetings, the maintenance of membership rolls, correspondence, and the issuance of meeting notices.

**Clause D – Treasurer:** The Treasurer shall be responsible for the funds of the Chapter, and shall submit complete financial reports to the last meeting of the person’s term of office. Duties shall also include the receipt and disbursement of funds.

**Clause E – Board Member:** The Board Member shall be responsible for tracking all legislation currently affecting TWS in addition to participating in Board activities.

**Clause F – Past President:** The Past President shall assist and advise the current President in all matters concerning the Chapter.

**Clause G – Executive Board:** The above named officers shall act as the governing body for the Chapter. The President of each official Student Chapter in Missouri shall be an *ex officio*, non-voting member of the Executive Board.

**Section 4. Term Office** – The officers and the elected Board Member must be members of the Society; serve for approximately two years; be installed and take office immediately following the Annual Business Meeting subsequent to their elected positions; and, unless re-elected, terminate their duties at the conclusion of their term at the next Annual Business Meeting.

**Section 5. Vacancies** – If the office of the 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 Meeting:** The regular meeting in winter shall be known as the Annual Business Meeting, and shall be for the purpose of installing elected officers, receiving reports of officers and committees, and for any other business that may arise.

**Clause B – Meeting Notice:** The members must be notified at least one month prior to the Annual Business Meeting, and at least ten days prior to regular and special meetings.

**Clause C – Quorum:** The quorum for the meetings of the Chapter shall be over fifty

percent of the membership or ten members in good standing, whichever is less; and for the Executive Board meetings shall be four members of the Board.

**Clause D – Meeting Rules:** The rules contained in the latest revision of The Standard Code of Parliamentary Procedures shall govern meetings in all cases to which they are applicable, and in which they are consistent with the Bylaws and/or special rules of the Chapter and the Society.

**Clause E - Bylaws:** The Bylaws of this organization shall be available for inspection during every meeting and the current version shall be posted on the Chapter website.

**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 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 (except Clause A) apply as well to special meetings.

## ARTICLE VII – MANAGEMENT AND FINANCE

**Section 1. Executive Board** – The Missouri Chapter shall be governed by an Executive Board compiled of its officers. The President of each official student chapter in Missouri shall be an *ex officio*, non-voting member of the Executive Board.

**Clause A – Conduct:** The Executive Board shall conduct its affairs in conformance with the provisions of the Bylaws, and those of the Society. The Board is authorized to act for the Chapter between meetings of the membership. Any action of the Board may be overridden by a two-thirds vote of the voting members attending a 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 Missouri Chapter shall be under the supervisions of the Executive Board, and shall be handled by the Treasurer. The financial records of the Missouri Chapter shall be periodically examined by the Audit Committee (see 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 or savings and loan association.

**Section 3. Reports** – Within twenty days after an election or other official action(s), the Secretary shall report such action(s) to the Executive Director of the Society, to the Section Representative, and to the Section 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 in January of each year for federal tax reporting.

**Section 4. Files** – The Chapter shall maintain a file containing: Bylaws of the Society, of the North Central 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 Public Statements** – Two or more members may submit Resolutions or Statements to the Resolutions and Public Statements Committee (Article VIII, Section E) for possible 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, the North Central Section Representative, and the North Central Section 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 Public 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) the Statement be announced to the membership in the next newsletter after public issuing of the Statement. Furthermore, the Missouri Chapter may issue Statements pertaining to subjects in its locale: (a) when the content of the Statement falls within the established policy of the Society; and (b) in the absence of existing Position Statements by the Society. The Missouri 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 Society, the North Central Section Representative, and the North Central Section President must receive copies of any Resolution or Public Statement within fifteen days of such action.

## ARTICLE VIII – COMMITTEES

**Section 1. Appointments** – The President shall consider suggestions of the Executive Board in appointing chairs of all regular standing committees [except the Nominating and Elections Committee (see Article V, Section 1)], and Ad hoc committees such as Historical and Raffles/Auctions committees. Committee chairs shall complete their committees with the assistance of the President.

### **Section 2. Duties of Standing Committees**

**Clause A** – Nominating and Elections Committee: See Article V, Section 1.

**Clause B** – Resolutions and Public Statements Committee: This committee shall receive

proposed Resolutions or Public Statements from 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 C – Professional Development Committee:** This committee shall develop and implement promotional mechanisms for professional certification and development.
- Clause D – MNRC Steering Committee:** This committee coordinates programs and arrangements of the annual MNRC meeting.
- Clause E – Audit Committee:** This committee shall consist of a chair and at least two additional members. It shall review the financial records and support documents of the Treasurer, at least annually. The committee shall also review these records and documents prior to any change in the office of the Treasurer.
- Clause F – Membership Committee:** This committee shall encourage the maximum number of qualified persons residing in the area to become members of the Society and of the Chapter.
- Clause G – Education Committee / MU-Graduate Fellowship:** This committee shall review qualifications and submit to the Executive Board a list of nominees to be considered for the MU-Graduate Fellowship Award to be presented at the Annual Business Meeting; shall develop continuing education information and workshops for the membership; and shall employ methods of informing students about wildlife career opportunities.
- Clause H – E. Sydney Stephens Professional Wildlife Award:** This committee shall select and submit to the Executive Board a list of nominees to be considered for the E. Sydney Stephens Professional Award to be presented at the MNRC Awards Ceremony.
- Clause I – G. Andy Runge Wildlife Award:** This committee shall select and submit to the Executive Board a list of nominees to be considered for the G. Andy Runge Wildlife Award to be presented at the MNRC Awards Ceremony.
- Clause J – Farmer Conservationist Award:** This committee shall select and submit to the Executive Board a list of nominees to be considered for the Farmer/Conservationist Award to be presented at the Annual Business Meeting.
- Clause K – James D. Chambers Memorial Scholarship:** This committee shall review qualifications and submit to the Executive Board a list of nominees to be considered for the James D. Chambers Memorial Scholarship Award to be presented at the Annual Business Meeting.
- Clause L – Conservation Heritage Scholarship:** The Missouri Conservation Federation will annually submit a list of nominees to the Executive Board to be considered for the Conservation Heritage Scholarship Award to be presented at the Annual Business Meeting.
- Clause M – Technology Committee:** This committee will maintain the Chapter website, advising on pertinent changes, as well as manage social media for the Chapter. This committee will also keep the Executive Board informed about technological advances affecting the Chapter or its members.

**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 Missouri Chapter of The Wildlife Society, its Executive Board shall transfer all assets, accrued income, and other properties to the Council of the Society with a request that said assets be held for a period, of not more than five years from the date of dissolution of the Chapter, for 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 determined best 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 majority of the members voting at any Annual Business or Special Meeting if due advance notices 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 which results in conflict with the Society Bylaws.

Adopted - February 2, 1962  
Revised - May 25, 1965  
Revised - February, 1968  
Revised - February, 1973  
Revised - May, 1976  
Revised - February, 1984  
Revised - November, 1986  
Revised - August, 1994  
Revised - February, 1999  
Revised - January 7, 2002  
Revised - January 29, 2004  
Revised - August, 2005  
Revised - February, 2010  
Revised - February 6, 2014

## ARTICLE XI – PRIVACY STATEMENT

Official requests for information about the Chapter membership shall be respected and will only be provided if approved by the Executive Board.