

BYLAWS OF THE PENNSYLVANIA CHAPTER OF THE WILDLIFE SOCIETY

Chapter Organized: March 29, 1977

Amended/Approved by TWS Council: 8 April 2014

Article I - Name, Area, and Affiliation

Section 1 - Name - The name of this organization shall be the Pennsylvania Chapter of the Wildlife Society, hereinafter referred to as "The Pennsylvania Chapter", "The Chapter", or "PA-TWS."

Section 2 - Area - The Pennsylvania Chapter shall have as its area of organization the Commonwealth of Pennsylvania.

Section 3 - Criteria for Affiliation - The Pennsylvania Chapter shall conform to Bylaws of The Wildlife Society, Inc., including its objectives, positions, policies, and code of ethics.

Article II – Objectives

Section 1 - Objectives

Consistent with the objectives of The Wildlife Society, The Pennsylvania Chapter objectives are: (1) to develop and promote sound stewardship of wildlife resources and of the environments upon which wildlife and humans depend; (2) to undertake an active role in preventing human-induced environmental degradation; (3) to increase awareness and appreciation of wildlife values; (4) to seek the highest standards in all activities of the wildlife profession, and (5) to serve the specialized needs of Pennsylvania in wildlife resource management.

Section 2 - Implementation

To aid in the achievement of these objectives, The Pennsylvania Chapter proposes to:

- (a) Provide opportunities for better communication between the individual member, his administrative and operating sections, and The Wildlife Society through annual members meeting, newsletters, and other media;
- (b) Evaluate through the Executive Board the principles involved in proposed or enacted Societal actions that could affect the wildlife resource;
- (c) Recognize and commend outstanding achievement in enhancement of the wildlife resource through awards and other honors;
- d) Through annual meeting, newsletters and other means, encourage communication between members and non-members to create climates under which sound resource management will be used effectively;

(e) Assist and collaborate when requested with student chapters in Pennsylvania to foster well-trained wildlife resource professionals; if needed, convene a student chapter committee.

Article III - Chapter Year

The Chapter fiscal year shall be the calendar year, and its operating year shall begin immediately following the Annual Spring Meeting.

¹ The Wildlife Society was incorporated in 1948 under the laws of the District of Columbia

Article IV – Membership

Section 1 - Voting Member

Voting membership in the Pennsylvania Chapter shall be available to any member of The Wildlife Society who resides in or conducts professional activities within Pennsylvania. Voting members shall be those that pay dues and subscribe to these Bylaws. Only voting members may hold office in The Pennsylvania Chapter, vote on matters affecting The Wildlife Society, and represent The Pennsylvania Chapter on Wildlife Society business.

Section 2 - Affiliate Membership

Affiliate membership in The Pennsylvania Chapter shall be available to any person who, although not a member of The Wildlife 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.

Section 3 - Dues

Annual dues shall be payable by each member to the Treasurer no later than the date of the annual spring meeting. Annual dues shall be determined by the Executive Board (Board). Voting members who have not paid Chapter dues by the close of the annual spring meeting shall lose their voting membership status in The Pennsylvania Chapter. The Executive Board may grant a grace period for payment of dues in arrears if the Board determines a grace period is warranted.

Section 4 – Reinstatement

Persons who are dropped from the rolls of The Pennsylvania Chapter for non-payment of dues may be reinstated into membership in the Chapter upon reapplication and payment of current year's dues.

Section 5 - Charter Member

Voting and affiliate members in good standing on the membership rolls as of January 1, 1978, shall be considered Charter Members.

Section 6 - Honorary Member

Honorary members of The Pennsylvania Chapter shall be persons who, by a majority vote of a quorum of the members of The Chapter present at the annual meeting, have been thus recognized for their achievements. An honorary member need not pay Chapter dues but has all other privileges of membership, including voting rights in The Chapter.

Article V - Elections and Officers

Section 1 - Nominating and Elections Committee

The three-member Nominating and Elections Committee selected by the Executive Board (See Article VII, Section 1) of The Pennsylvania Chapter shall prepare from the membership of The Chapter a minimum slate of two candidates for each of the elective positions, namely:

Vice President, Secretary, Treasurer, Chapter Representative, Membership Coordinator, Newsletter Editor, Webmaster, and two At-Large Board Members.

Clause A - Prior approval shall be obtained from said candidates.

Clause B - A nominations slate shall be submitted to the membership at least 30 days prior to the Annual Spring Meeting.

Section 2 – Balloting

Written or electronic 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.

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

Clause B - An absentee ballot (Proxy) 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 (a plurality) on the written and electronic ballots shall be declared elected. No one may hold two elective positions simultaneously, except a Board member in another position may volunteer to also serve the one-year term of Chapter Representative if no candidates run for the position from the general membership. However, in such a case the Board member volunteering as Chapter Representative will have only one vote on matters before the Board. All Board members must be members of PATWS and TWS at the time they are installed and remain so until such time that they no longer hold any Board position

Section 3 – Officers

Officers of The Pennsylvania Chapter shall consist of President, Vice President (who shall become President after one year), Past-President, Secretary, Treasurer, Chapter Representative, Membership Coordinator, Newsletter Editor, and four At-Large Board Members. Their duties are:

Clause A - President - The President shall have general supervision of Chapter officers and shall appoint, with the advice of the Executive Board, Chairpersons of all convened committees. Duties of the position also include presiding as Chairperson 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 Chapter or appoint alternate representatives to other Chapter, Section, or Wildlife Society boards, committees or meetings. The President shall oversee planning for the annual spring meeting and assist as needed with any aspect of meeting planning or implementation.

Clause B - Vice President- The Vice President shall assume the duties of the President in the President's absence or upon the inability to serve, shall perform any duties assigned by the President. Duties include overseeing annual meeting facility reservations, either directly or through one or more volunteer assistants. In the event the Vice President cannot serve in the President's absence, the Executive Board shall appoint a Vice 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, Chapter correspondence, and the issuance of meeting notices. At least 30 days prior to the annual spring meeting, the Secretary shall prepare and distribute to the membership a ballot listing all candidates for open Board positions. Distribution of ballots may be in either written or electronic form. The Secretary will also receive completed ballots and forward them to the Nominations and Elections Committee (if convened) for counting purposes.

Clause D - Treasurer - The Treasurer shall be responsible for the financial records of The Chapter and shall submit summary financial records at each annual meeting. Additional duties shall also include receipt and disbursement of funds as directed by the Executive Board. The Treasurer will lead fund raising efforts for the annual spring meeting, receive registration forms and payments for the annual meeting, and oversee registration during the annual meeting. At least two At Large Board Members as well as any number of volunteers shall assist the Treasurer in fund raising efforts prior to the annual meeting.

Clause E - Past-President - The Past-President shall perform any duties assigned by the President, including chairing any committees.

Additional duties include awarding the Frank Felbaum Scholarship and the Chapter's Gordon Kirkland Award. The Gordon Kirkland Award is to be awarded every two years beginning in 1998. The Past President should insure continuity on the Executive Board by supplying insight into past Chapter actions. The Past President will moderate a technical paper session at the annual meeting, or find a suitable volunteer to moderate in his/her place. The Past President will also serve as a judge for student papers during technical paper sessions, or find at least one suitable volunteer to judge student papers.

Clause F - Chapter Representative - The Chapter Representative shall represent and serve as liaison to the Northeast Section TWS for The Chapter, provide the editor of the Section newsletter with news and items of interest from The Chapter area, provide the Chapter newsletter editor with Section news and activities, and serve as a contact among the Section, Chapter, 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. The Chapter Representative will moderate a technical paper session at the annual meeting, or find a suitable volunteer to moderate in his/her place. The Chapter Representative will also serve as a judge for student papers during technical paper sessions, or find at least one suitable volunteer to judge student papers. No one shall be allowed to judge student papers if he/she is a relative, graduate or undergraduate advisor to one or more student presenters.

Clause G – The Membership Coordinator shall maintain membership rolls for the Chapter, chair the Membership Committee whenever it is convened, and distribute information to the membership as sanctioned by the Board. The Membership Coordinator will also assist the Treasurer during registration at the annual meeting.

Clause H – Newsletter Editor – The Newsletter Editor will receive, compile and edit material for the Chapter Newsletter; format and prepare the Chapter Newsletter for distribution to the general membership on a roughly quarterly basis. The Newsletter Editor will also chair the Annual Meeting Program Committee whenever it is convened.

Clause I- Webmaster- The webmaster will be responsible for maintaining the Chapter website. These duties shall include reviewing, editing, and posting documents, materials, and content to the website as well as electronic management necessary to sustain the chapter website.

Clause J - At-Large Board Members - At-Large Board Members shall Provide leadership and advice regarding the affairs of The Chapter and shall serve in other capacities as determined by the President. At least two At-Large Board Members shall assist the Treasurer during any fund raising activities, particularly fund raising prior to the annual meeting for raffles to be conducted during the annual meeting. At-Large Board Members will conduct

raffles during the annual meeting and assist with other meeting tasks as needed and practical, including audio/visual needs during paper sessions.

Clause K - Executive Board - Officers and At-Large Board Members shall constitute the Executive Board and will act as the governing body for The Chapter.

Section 4 - Qualifications and Term of Office

The officers must be members of The Wildlife Society. The President, Vice President, and Past-President, and Chapter Representative shall serve for one year. Membership Coordinator, Newsletter Editor, Webmaster, At-Large Board Members, Secretary and Treasurer shall serve for two years. All officers will be installed at the Annual Spring Meeting, take office immediately following the Annual Spring Meeting, unless re-elected, terminate their duties at the respective succeeding Annual Spring Meeting, or at such time as their successors are elected and installed.

Section 5 – Vacancies

If the office of the President is vacated for any reason, the Vice President shall assume the duties of the President for the balance of the unexpired term of the President. The Executive Board shall fill all other vacancies in any unexpired term of an elective office through appointment.

Article VI – Meetings

Section 1 – Meetings

Meetings shall be held at such time and places as determined by the Executive Board.

Clause A - Annual Meetings - The Annual Meetings shall be known as the Annual Spring Meeting, and shall be for the purpose of electing 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 (1) month prior to Annual Meetings.

Clause C - Quorum - The quorum for the Annual Spring Meeting of The Chapter shall be over fifty percent of the membership or ten good members in standing, whichever is less; and for Executive Board Meetings, five members of the Board.

Clause D - Meeting Rules - The rules contained in the latest revision of Robert's Rules of Order shall govern meetings in all cases to which they are applicable, and in which they are consistent with the Bylaws and/or other special rules of The Chapter and The Wildlife Society.

Clause E - Bylaws - Chapter Bylaws shall be available for inspection during every meeting. If revised, the Bylaws must be approved by The Wildlife Society before they are voted on and approved by a plurality of the membership attending the next Annual Spring Meeting.

Section 2 - Special Meetings

Special Meetings of the Executive Board may be called by the President at any time, provided due notice is given and provided a quorum is able to attend the meeting.

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.

Article VII - Management and Finance

Section 1 - Executive Board

An Executive Board composed of its officers shall govern the Pennsylvania Chapter.

Clause A - Conduct - The Executive Board shall conduct its affairs in conformance with the provisions of these Bylaws, and those of The Wildlife 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 rescinded 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 Pennsylvania Chapter shall be under the supervision of the Executive Board, and shall be handled by the Treasurer.

Clause A - The Treasurer need not be bonded.

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

Clause C - A minimum balance must be maintained in a federally insured bank or savings and loan association. The minimum balance will be determined by averaging the past 3 annual operating budgets.

Section 3 – Reports

Within twenty days after an election or other official action, the Secretary shall report such actions and activity reports to the Executive Director of The Wildlife Society. Annual financial statements from the Treasurer shall be forwarded to the same party. A statement of calendar-year income and expenses, together with starting and ending balances must be submitted to the Executive Director of The Wildlife Society in January of each year for federal tax reporting.

Section 4 – Files

The Pennsylvania Chapter shall maintain a Chapter operations manual containing: Bylaws of The Wildlife Society, The Northeast 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. The President of The Chapter will maintain a chapter "Operations Manual" provided by The Wildlife Society and a written record of transfer of this manual to the incoming President shall be maintained, and The Wildlife Society shall be notified of each such transfer.

Section 5 - Resolutions and Public Statements

Any two (or more) members may submit actions (resolutions or statements) for consideration by The Chapter's Executive Board. These shall be accepted or rejected by the Board or by a committee established for that purpose 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 Wildlife Society. Actions falling within previously established Chapter policies may be carried out by the President or Secretary upon unanimous approval of the Executive Board. Furthermore, The Pennsylvania Chapter may publish statements, pertaining to issues in its locale:

(a) in the absence of existing Wildlife Society position statements; and

(b) where the content of the statement falls within the established policy of The Wildlife Society. The Pennsylvania Chapter shall not publish statements, which may be in conflict with the policy of The Wildlife Society without prior approval of the Society's Council.

Article VIII – Committees

Section 1 – Appointments

The President shall consider suggestions of the Executive Board in appointing chairpersons of the following committees and any special committees except the Nominating and Elections Committee (See Article V Section 1). All committees will be convened and chairpersons appointed as deemed necessary by majority vote of the Executive Board.

Section 2 - Duties of Convened Committees

Clause A - Nominating and Elections - (See Article V Section 1).

Clause B - Membership - This committee shall encourage qualified persons residing in the area to become members of The Wildlife Society and The Pennsylvania Chapter.

Clause C - Programs - This committee shall arrange programs of all annual and special meetings and provide the President with a proposed agenda for the annual meeting at least two months prior to the meeting date. If convened, the Programs Committee shall be chaired by the Newsletter Editor.

Clause D - Educations and Information - 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. It will also seek to identify the needs of its members, including students, for professional training and to provide for them via workshops and training sessions.

Clause E - Resolutions and Public Statements - 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 VIII Section 5.

Clause F - Newsletter - The Chapter Newsletter will be published at roughly quarterly intervals and will be used to inform Chapter members of Chapter, Section and National TWS of activities, future meetings, advances in research, management, and enforcement and other items considered to be of interest by the Editor. The Chapter Newsletter Editor will serve as an elected voting member of the Executive Board. The Newsletter Editor will receive information for the annual meeting program, organize and format the annual meeting program, and make arrangements for printing of the annual meeting program. If the Newsletter Editor is unable to perform any or all of these tasks, he/she is responsible for finding a person or persons to perform the tasks.

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 Pennsylvania 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 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 Wildlife 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 or special meeting or by mail ballot if due advance notice of the proposed changes per Article VI Section I B 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 Wildlife Society Bylaws. If revised, the format must be approved by The Wildlife Society before it is voted on by the membership.