

# BYLAWS OF THE WASHINGTON CHAPTER OF THE WILDLIFE SOCIETY

Organized: April 26, 1966  
Amended and Approved: November 29, 2016

## ARTICLE I. NAME, AREA, AND AFFILIATION

**Section 1. NAME** – The name of this organization shall be the Washington Chapter of The Wildlife Society (hereinafter referred to as the Chapter).

**Section 2. AREA** – This Chapter shall have as its area of organization the State of Washington.

**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 AND IMPLEMENTATION

**Section 1. OBJECTIVES** – Consistent with the objectives of the Society, the Chapter objectives are to:

- 1) Develop and promote sound stewardship of wildlife resources and the environments upon which wildlife and humans depend;
- 2) Increase awareness and appreciation of wildlife values; and
- 3) Seek the highest standards in all activities of the wildlife profession.

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

- 1) Facilitate increased communication and networking among individual members, student chapters, the Northwest Section of the Society (hereinafter referred to as the Section), and the Society;

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

- 2) Evaluate select proposed or existing human activities that could affect wildlife or its habitat through precedent-setting or policy-altering implications, and respond accordingly with respect to the science used, quality of information used, and other factors that were utilized in the decision-making process;
- 3) Recognize and commend outstanding professional achievements for wildlife or its habitat;
- 4) Focus the aims and objectives of the Society and the Section upon professional wildlife needs, problems, and events that affect Washington State; and
- 5) Encourage communication between members and nonmembers to facilitate understanding and effectiveness of education, research, and management of wildlife resources.

### **ARTICLE III. CHAPTER YEAR**

The Chapter operating and fiscal year shall begin January 1.

### **ARTICLE IV. MEMBERSHIP**

**Section 1. CHAPTER VOTING MEMBER** – Voting membership in the Chapter shall be available to any Voting Member of the Society who resides or conducts professional activities within the organization area of the Chapter (Article I, Section 2). Only Chapter Voting Members may hold office in the Chapter, vote on official matters affecting the Society, and officially represent the Chapter on business of the Society by Executive Board (Article VII, Section 1) or officer (Article V, Section 3) appointment.

**Section 2. ASSOCIATE MEMBER** – Associate membership in the Chapter shall be available to any person who has an interest in the objectives and activities of the Chapter, but is not a member of the Society and/or resides and works outside of the Chapter's organizational area (Article 1, Section 2). Associate 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. CHARTER MEMBER** – Voting and other members in good standing on the membership rolls as of December 31, 1966, shall be considered Charter Members.

**Section 4. HONORARY MEMBER** – Honorary Members of the Chapter shall be persons who, by a majority vote of all Chapter members, have been thus recognized for their achievements. A Chapter 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 Associate Members (Article IV, Section 2).

**Section 5. DUES** – Annual dues, to be determined by the Executive Board, shall be payable by each member to the Treasurer no later than March 31 of each year. Members who have not paid their Chapter dues shall lose all privileges of Chapter membership. Annual Chapter dues also may be paid to the Society’s headquarters, along with the Section and Society dues, and subsequently will be remitted to the Chapter. Late dues received before October 1 will be credited to membership for the current year. Late dues paid on or after October 1 will be credited to the following year’s membership.

**Section 6. RESIGNATION** – Members may resign at any time by giving notice to the Chapter’s Secretary or Treasurer, or will be considered to have resigned if annual Chapter dues are not paid.

**Section 7. REINSTATEMENT** – Persons who are dropped from the rolls of the Chapter for non-payment of dues or resignation may be reinstated into membership in the Chapter upon payment of appropriate dues.

#### **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 Chapter, shall prepare a slate of 2 candidates for each of the elective positions, namely: Vice-President, Secretary, Treasurer, and up to four additional Executive Board members from the Chapter voting membership.

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

**CLAUSE B** – Prior approval shall be obtained from said candidates.

**CLAUSE C** – Nomination slate shall be submitted to the membership at least 30 days before balloting begins.

**CLAUSE D** – Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of 6 or more members, provided prior approval has been obtained from each nominee.

**Section 2. BALLOTING** – Written and/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 rights to vote during the period of their delinquency.

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

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

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

**CLAUSE A – PRESIDENT** – The President shall have general supervision of the Chapter officers, shall appoint, with the advice of the Executive Board, 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 Chapter and/or appoint alternate representatives to other Chapter, Section, or Society boards, committees, or meetings, including the Executive Board of the Section. The President shall appoint a Chapter Voting Member to serve as the Chapter Representative to the Section. If no other Voting Members are available to serve as Chapter Representative to the Section, the President may appoint a member of the Executive Board to the position. 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 Chapter Representative will assist the Section President by verifying mailing addresses, conducting membership drives, polling individual members, and assisting in routine Section business. Upon completion of a full term as President, the President succeeds to the position of Past President, with a term of one year.

**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, including development and coordination of the next annual meeting. The President-Elect shall serve on the Scholarship and Program Committees. Upon completion of a full term as President-Elect, the President-Elect succeeds to the position of President.

**CLAUSE C – VICE-PRESIDENT** – The Vice-President shall assume the duties of the President-Elect in the absence or upon the inability of the President-Elect to serve. The Vice-President shall be elected by the Voting Members, and shall be assigned duties by the President, including development and upkeep of the Chapter Website and development and coordination of the annual Chapter meeting to be held two years hence. Upon completion of a full term as Vice-President, the Vice-President succeeds to the position of President-Elect.

**CLAUSE D – PAST PRESIDENT** – The President succeeds to the office of Past President for a one-year term and shall be assigned specific duties by the President.

**CLAUSE E – SECRETARY** – The Secretary shall be responsible for the files and records of the Chapter, including assisting the Treasurer with maintenance of the membership rolls. Duties also shall include the recording of the minutes of all meetings, correspondence, and the issuance of meeting minutes. In his/her absence another member of the Executive Board may record minutes of meetings.

**CLAUSE F – TREASURER** – The Treasurer shall be responsible for the funds of the Chapter and the maintenance of the membership rolls, and shall submit complete financial

reports to the last annual Chapter meeting of his/her term of office. Duties also shall include the receipt and disbursement of funds.

**CLAUSE G – EXECUTIVE BOARD** – The Executive Board (Board) shall act as the governing body for the Chapter and shall be made up of the above-named officers, and the duly elected Board member(s).

**Section 4. TERM OF OFFICE** – The President, President-Elect, Vice-President and Past President serve for approximately 1 year in their respective positions. Board Members, Secretary, and Treasurer serve for approximately 2 years in their respective positions. The officers and Board members must be Voting Members of the Society, be installed at the Annual Business Meeting, take office immediately following the Annual Business Meeting, and unless reelected, terminate their duties at the conclusion of the next Annual Business Meeting, or at such time as their successors are elected and installed.

**Section 5. VACANCIES** – In the temporary absence of the President, or upon that person’s temporary inability to serve, the duties first shall be assumed by the President-Elect and then by the Vice-President. In the event none of these can serve, the Chapter Executive Board shall appoint a President pro-tempore. 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 Vice-President shall serve only until the next scheduled Chapter election where the membership shall elect the next Vice-President. All appointees must be Voting Members of the Chapter and the Society.

## **ARTICLE VI. MEETINGS**

**Section 1. REGULAR MEETINGS** – Membership meetings shall be held at such times and places as determined and published by the Executive Board.

**CLAUSE A – ANNUAL BUSINESS MEETING** – The Annual Business Meeting shall be for the purposes of electing or installing officers, receiving reports of officers and committees, and for any other business that may arise. Attendance at the Annual Business Meeting will be open to Chapter members and non-members.

**CLAUSE B – MEETING NOTICE** – Members must be notified at least 1 month prior to the Annual Business Meeting and at least 10 days prior to special meetings.

**CLAUSE C – QUORUM** – Quorum for the Annual Business Meeting of the Chapter shall be over 50 percent 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** – Order of business and parliamentary procedures at Chapter meetings shall follow *The Standard Code of Parliamentary Procedure (Sturgis)*, latest revision.

**CLAUSE E – BYLAWS** – Chapter Bylaws shall be available for inspection during every meeting. If these Bylaws are revised, the new revision must be approved by the Society before becoming effective.

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

**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 FINANCES**

**Section 1 – EXECUTIVE BOARD** – The Chapter shall be governed by an Executive Board composed of its officers, and up to four Chapter Voting Members duly elected to the Board.

**CLAUSE A – CONDUCT** – The Executive Board shall conduct its affairs in conformance with the provisions of these Bylaws, and those of the Society. The Board is authorized to act for the Chapter between meetings and shall report its interim actions to the members at each succeeding membership meeting. Any Board action may be overridden by a two-thirds majority vote of the Chapter 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 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 2G).

**CLAUSE A** – The Treasurer need not be bonded.

**CLAUSE B** – Funds shall be derived from dues, special assessments, work projects, contributions, and other sources.

**CLAUSE C** – Funds shall be placed in a federally insured financial institution.

**CLAUSE D** – Scholarship or other funds designated for special uses may be placed in other financial investment accounts as approved by the Executive Board.

**Section 3. REPORTS** – Within 20 days after an election or other official action[s] the Secretary shall report such action[s] to the Executive Director of the Society, the Section Representative, and the Section President. An annual report from the Secretary shall be forwarded to these same parties. To meet IRS reporting requirements, the Treasurer will send a statement of calendar-year income and expenses, together with starting and ending balances, to the Executive Director of the Society in January of each year for federal tax reporting by the Society office. If the Chapter obtains its Employer ID Number through the Society, the Chapter shall also submit required forms to the IRS and the IRS confirmation receipt to the Society; the Chapter may contact the Society to determine the appropriate form to submit for IRS reporting purposes.

**Section 4. FILES** – The Chapter shall maintain a file containing: Bylaws of the Society, the Section, and the Chapter; minutes of all 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 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 Chapter President 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 2F). 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 Section Representative, and the Section President, if approved. Actions falling within previously established Chapter policies may be carried out by any Chapter officer upon majority 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 is brought to the Executive Board's attention and is accepted by a majority of the Board's members before the statement is issued to the public; and 2) copies of the statement are sent to the membership within 15 days after the statement is issued to the public. Furthermore, the 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 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 "Subunit Policy Guidelines" ([www.wildlife.org/officers](http://www.wildlife.org/officers)). Chapter members, the 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 Chapter 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]), as well as all special committees. When necessary, Executive Board members may staff such committees, with the exception of the Audit Committee. Committee chairs shall staff their committees with the President's

assistance. Each committee chair shall submit a written summary of committee activities to the Executive Board before the close of each Annual Business Meeting of the Chapter.

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

**CLAUSE A – NOMINATING AND ELECTIONS** – See Article V, Section 1.

**CLAUSE B – MEMBERSHIP** – This committee shall encourage the maximum number of qualified persons residing or working within the Chapter's organizational area to become members of the Society, the Section, and the Chapter.

**CLAUSE C – CONSERVATION REVIEW** – This committee shall review legislative proposals, administrative regulations, environmental assessments and impact statements, 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 Chapter. The Chair may ask any Chapter member to assist with reviews.

**CLAUSE D – EDUCATION AND INFORMATION** – This committee shall seek and employ methods of informing the public of basic wildlife management concepts and of Chapter and Society activities and interests.

**CLAUSE E – SCHOLARSHIP**– This committee will consist of the President, President-Elect, and at least two other Voting Members, who shall be responsible for soliciting applicants and for evaluating potential candidates. The Scholarship Committee will submit their recommendations for consideration by the Executive Board, who will make the final decisions. The Board will award funds as appropriate. Applications must be sent to all members of the Chapter at least two months prior to the application deadline. The Treasurer and the Board shall be responsible for managing the Scholarship Funds in such a manner to provide sufficient interest income from investments that meet the scholarship allocation designated by the Executive Board.

**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 (appointed by the Executive Board) and at least two additional members (chosen by the chair). It shall review the financial records and support documents of the Treasurer at least once every 2 years. The committee also shall review these records and documents prior to any change in the office of the Treasurer.

**CLAUSE H – PROGRAM** – This committee shall arrange programs of all regular and annual meetings and provide the President and President-Elect with a proposed agenda for the Annual Meeting at least 2 months prior to the meeting date.

**CLAUSE I – GRANT** – This committee will consist of at least two Chapter Voting Members, who shall be responsible for soliciting applicants and reviewing applications for the award of grant funds. The Grant Committee will submit their recommendations for consideration by the Executive Board, who will make the final decisions. Application forms will be made available to all Chapter members at least 2 months before the application deadline. The Treasurer and the Board shall be responsible for managing the grant funds in a manner that provides sufficient interest income from investments to meet the scholarship allocation designated by the Executive Board.

**CLAUSE J – WORKSHOP** – This committee will be responsible for soliciting ideas, coordinating with other organizations, and developing proposals for training and workshop events. It shall provide the Board with recommendations for such events, and if approved, will plan and implement such approved projects with the assistance and oversight of the Board. The purposes of such training and workshop events will vary, but may include activities to generate funds for grants, scholarships, and other uses by the Board. Such events are also intended to improve the knowledge, skills, and abilities of the chapter members and other wildlife biologists, students, and professionals in wildlife-related issues. The Board shall be responsible for managing the funds generated by such events so as to provide sufficient interest income from investments that meet the allocations designated by the Executive Board.

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

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

#### **ARTICLE X. AMENDMENT TO BYLAWS**

**Section 1. PROCEDURE** – These Bylaws may be altered or amended by a majority of the Chapter members voting via e-mail or at 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 the Bylaws shall be enacted that results in a conflict with the Society’s Bylaws. If these Bylaws are revised, the new revision must be approved by the Society before becoming effective.