

BYLAWS
NEW MEXICO CHAPTER
THE WILDLIFE SOCIETY¹

(Organized: May 15, 1968; Revised: February 9, 1995; Approved: May 18, 1995; Amended: May 11, 2010; Amended and Approved: June 27, 2016)

ARTICLE I. Name, Area, and Affiliation

Section I. Name -The name of this organization shall be the New Mexico Chapter of The Wildlife Society.

Section 2. This Chapter shall have as its area of organization the State of New Mexico.

Section 3. Criteria for Affiliation -The New Mexico Chapter shall conform to Bylaws, Code of Ethics, objectives, policies and positions as adopted by The Wildlife Society, Inc. (Hereinafter, The Wildlife Society, Inc., may be referred to as The Society.)

ARTICLE II. Objectives

Section I. Objectives -The New Mexico Chapter may establish objectives, purposes, activities and principles not in conflict with those of The Wildlife Society.

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

1. Provide an opportunity for better liaison among individual members, their Section Representative, and The Wildlife Society.
2. Serve to focus the aims and objectives of The Wildlife Society upon professional wildlife needs, problems and events at the Chapter (State) level.
3. Operate only in those professional areas within the State of New Mexico which are not otherwise served through the offices of the Southwest Section of The Wildlife Society.
4. Encourage and enhance, wherever possible, the objectives and purposes of the Southwest Section of The Wildlife Society.
5. Serve to inform local lay groups, clubs, schools and agencies of the purposes and objectives of The Wildlife Society and to create and further conservation education.

ARTICLE III. Chapter Year

Section 1. The Chapter operating and fiscal year shall begin February 10, although the Chapter's

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

financial reporting must follow the Society's calendar year schedule.

ARTICLE IV. Membership

Section 1. Voting Member - Voting membership in the New Mexico Chapter shall be available to any voting member of The Wildlife Society who resides or conducts professional activities within the organizational area of the Chapter (Article 1, 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 Board or officer appointment.

Section 2. Other Member - Other membership in the New Mexico Chapter shall be available to any person who, although either not a member of The Wildlife Society and/or resides and works outside of the Chapter's organizational area (Article 1, Section 2.), has an interest in the objectives and activities of the Chapter and is approved by the Membership Committee. Other Members shall be entitled to all rights, privileges and responsibilities of Chapter Voting Members, including voting in Chapter elections, except those reserved for Chapter Voting Members (Article IV, Section 1.).

Section 3. Charter Member - Voting and Other Members in good standing on the membership rolls as of February 10, 1968 shall be considered Charter Members.

Section 4. Honorary Member - Honorary Members of the New Mexico 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 Wildlife 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 Wildlife Society shall have the same rights and privileges as Other Members (Article IV, Section 2.).

Section 5. Dues - Annual dues shall be payable by each member to the Treasurer no later than March 31. Members who have not paid their Wildlife Society dues shall lose their Voting Member status in the New Mexico Chapter if not paid by September 30. Annual Chapter dues also may be paid online to the Parent Society, along with Section and Society dues, and subsequently will be remitted to the Chapter.

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 within 6 months of expiration.

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 reapplication and payment of appropriate dues.

Section 8. Ethics – All members of the Chapter must pledge upon application, renewal, or recertification to uphold and conduct their professional and membership-related activities in accordance with the Code of Ethics as prescribed by the Chapter and set forth in Clause A below. A person accepting membership in the Chapter incurs the obligation to conduct his or her professional and membership-related activities in a responsible and ethical manner. The Code of Ethics sets forth the required principles of conduct for Chapter members. “Voting Members” of the Chapter are subject to further ethics

responsibilities as adopted by The Society.

Clause A.—Members of the Chapter have a responsibility for contributing to an understanding of human society’s proper relationship with natural resources, and in particular for determining the role of wildlife in satisfying human needs and addressing the management of wildlife-related impacts. All members of the Chapter shall adhere to the following principles and practices in the conduct of their professional and membership-related activities. All members shall:

- a. Subscribe to the highest standards of integrity and conduct and will proactively promote and address ethical behavior.
- b. Recognize research and scientific management of wildlife species, their environments, and their stakeholders as primary goals.
- c. Encourage and sustain the use of sound biological, physical, and social science information in management decisions.
- d. Disseminate information to promote understanding of, and appreciation for, values of wildlife and their habitats.
- e. Strive to increase the knowledge and skills needed to advance the practice of wildlife management.
- f. Promote competence in the field of wildlife management by supporting high standards of education, employment, and performance.
- g. Support fair and uniform standards of employment and treatment of those professionally engaged in the practice of wildlife management.
- h. Refrain from speaking for or representing the Chapter or any of its Working Groups or Committees in any way, or implying such representation, without appointment or approval by the Executive Board of the Chapter or its officers.

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 New Mexico Chapter, or consisting of members of the standing Executive Board, shall prepare a slate of multiple candidates, when possible, for each of the officer positions, namely President elect, Secretary, and Treasurer. In addition, multiple candidates, again where possible, shall be proposed for the three Directors positions.

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 and ballot shall be submitted to the voting membership via email at least **30** days prior to the annual business meeting. Voting status shall be verified by a member of the Executive board selected by the President. Ballots will be distributed via email listserv or posted on the New Mexico Chapter’s

website. Members without internet access may request and receive a printed ballot. Printed ballots will be mailed on the same day that electronic ballots are posted on the New Mexico Chapter's website.

Clause D. The committee shall provide the voting members with pertinent information on the candidates qualifications at the time ballots are distributed.

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

Section 2. Balloting - Electronic and written ballots shall be received from the membership no later than 20 days prior to the annual meeting. These ballots will be received by the Chairperson of the nominating and elections committee and shall be counted by the committee or replacements appointed by the President. Members of the committee who have been nominated will also be replaced. Results of the election will remain confidential until announced by the Chairperson at the annual meeting.

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

Clause B. The candidate receiving the largest number of votes on the electronic and written ballots shall be declared elected. In the event of a tie vote, voting members present at the annual meeting will vote by written ballot until the tie is broken. No one may hold more than one elective office simultaneously.

Clause C. Voting members that are not able to attend the annual or special meeting to vote on amendment bylaws changes (Article X, Section 1) may submit absentee votes by electronic or written ballots to the Chapter prior to or no later than 15 days after the scheduled meeting.

Section 3. **Executive Board** – **The New Mexico Chapter shall be governed by an Executive Board composed of its officers, three elected Directors, the immediate Past President, and the New Mexico State University and Eastern New Mexico University Student Chapter Representatives.** Their duties are:

Clause A. Officers

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. The President may represent the Chapter or appoint alternate representatives to other Chapter, Section, or Society boards, committees, or meetings, including the Executive Board of the Southwest Section. The President shall prepare the "President's Message" for the quarterly Newsletter of the New Mexico Chapter, which provides details on Chapter activities to the membership and other relevant or pertinent information. The President shall communicate changes to the Chapter website agreed upon by the Executive Board to the designated representative of the Parent Society responsible for maintaining the New Mexico Chapter website.

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. The President Elect shall succeed as President the year following his or her term.

- c. Secretary - The Secretary shall be responsible for the files and records of the Chapter, for maintaining the NMTWS Chapter listserv, and for distributing Chapter communications through this listserv. Duties also shall include recording of the minutes of all meetings, the maintenance of the membership roll, correspondence, and the issuance of meeting minutes.
- d. Treasurer – The Treasurer shall submit complete financial reports that cover the entire period of their term of office. Duties also include receipt and disbursement of funds, submission of required yearly tax documents to the Parent Society, and maintenance of the NMTWS Chapter post office box in Albuquerque, NM.

Clause B. Other Executive Board Members.

- a. Directors - Three Directors shall be elected from the membership at large and serve for the term of one year.
- b. New Mexico State University Student Chapter Representative - The New Mexico State University Student Chapter Representative shall be appointed by the Student Chapter. The Chapter Representative must be a voting member of the New Mexico Chapter.
- c. Eastern New Mexico University Student Chapter Representative - The Eastern New Mexico University Student Chapter Representative shall be appointed by the Student Chapter. The Chapter Representative must be a voting member of the New Mexico Chapter.
- d. Newsletter Editor – The Newsletter Editor is responsible for soliciting and compiling articles for the quarterly newsletter of the New Mexico Chapter of the Wildlife Society and providing the prepared newsletter to the Secretary for dissemination to the membership. The newsletter shall be published during Spring, Summer, Fall and Winter, though two seasons can be combined as needed, and shall include information on Chapter activities, and relevant or pertinent wildlife science, management, and law enforcement activities from New Mexico or elsewhere.

Section 4. Term of Office - The officers and board members must be voting members of The Wildlife Society, serve for approximately one year, be installed at 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. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board. All appointees must be Voting Members of

the Chapter and the Wildlife 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 held during the Annual joint Meeting of the New Mexico and Arizona Chapters 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.

Clause B. Meeting Notice - Members must be notified at least one month prior to annual and regular meetings and at least 10 days prior to special meetings. Notifications will take place through email announcements and by posting on the Chapter website.

Clause C. Quorum - Quorum for the annual 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, four members of the Board.

Clause D. Meeting Rules - Order of business and parliamentary procedures at Chapter meetings shall follow Robert's Rules of Order, 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 Wildlife 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 New Mexico Chapter shall be governed by an Executive Board composed of its officers, three elected Directors, the immediate Past President, and New Mexico University Student Chapter Representative.

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 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 New Mexico Chapter shall be under the supervision of the Executive Board and shall be handled by the **Treasurer**. The financial reports of the New Mexico Chapter shall be periodically examined by an ad hoc Audit Committee (Article VIII, Section 2B.).

Clause A. The Treasurer need not be bonded.

Clause B. Funds shall be derived from registration fees, dues, contributions, bequests, gifts, grants, interest income, and any other money legally attributed to the New Mexico Chapter.

Clause C. Operational funds (those monies in checking and savings accounts for day-to-day expenses) shall be placed in federally insured institutions. Special purpose funds (those monies with special purposes to provide a certain amount of money at specific times of the year, including scholarship endowments intended to fund scholarships) may be invested in established low risk and high yield investment instruments, under the direction of the executive board.

Clause D. Budgeting. The current executive board shall develop a proposed budget for the next term and present for approval by the membership at the annual winter meeting. This budget will establish limits for routine and non-routine expenditures.

Clause E. Expenditures. The board of directors shall make all decisions concerning expenditures of funds for the routine operation of chapter business. Non-routine expenditures for such items as sponsoring symposia, supporting scholarships that have not been established by the chapter, donations to other chapters for special events, or expenses for trips not directly related to chapter operations, shall be voted upon by the general membership either at a duly called chapter meeting or by mail-in ballot.

- a. Application for non-routinely expended funds may be submitted either: 1) to the president at least 20 calendar days prior to any mail ballot vote, or 2) to the president prior to or at any scheduled meeting of the membership where it will be voted upon in priority order to reflect budget limitations. All applications for non-routine funding will include a) purpose statement addressing how the proposed expenditure will meet objectives of the New Mexico Chapter of The Wildlife Society, b) amount of funds requested, c) when funds are needed during the business year, d) the requester, e) a statement of when the activity will be completed and reported to the membership, and f) other pertinent information necessary to inform the membership.
- b. Emergency Expenditures. The treasurer is authorized to make emergency expenditures up to \$250.00 with written approval of the president of the chapter, or the president elect (if the president is not available) subject to written justification to the board of directors, post facto.

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 Wildlife Society or their appropriate representative, the Southwest Section Representative, and the Southwest Section President. The annual Officer's form shall be sent by the **Secretary** to the Parent Society. A statement of calendar year income and expenses, together with starting and ending balances, must be submitted by the **Treasurer** to the Executive Director of The Wildlife Society or their appropriate representative in January of each year, or by a deadline established by the Parent Society for federal tax reporting by The Society office.

Section 4. Files - The Chapter shall maintain a file containing: Bylaws of The Wildlife Society, the Southwest Section, and the New Mexico 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. An archive of quarterly newsletters will be maintained on the New Mexico Chapter website; all other documents may be maintained electronically and archived on the website.

Section 5. Suggested Resolutions and Public Statements - Two or more members may submit suggested resolutions or public statements to the Executive Board through the New Mexico Chapter website 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 Wildlife Society, the Southwest Section Representative, and the Southwest Section President, if approved. Actions falling within previously established 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) copies of the statement are sent to the membership within 15 days after public issuing of the statement, Furthermore, the New Mexico Chapter 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; and
- b. In the absence of existing position Statements by The Wildlife Society.

The New Mexico Chapter 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 comply with the governance and policy guidance of The Society as available electronically to the Subunits. The Chapter membership, The Wildlife Society, the Southwest Section Representative, and the Southwest 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 standing committees (Article V, Section 1.), and all ad hoc 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 Chapter business meeting. Ad hoc committees can be created under direction of the President and after receiving approval by the Executive Board to address any issues deemed necessary by the President and/or Executive Board including issues related to the Annual Meeting.

Section 2. Duties of Standing Committees:

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

Clause B. Conservation Affairs Committee - The Conservation Affairs Committee monitors current events and activities occurring within New Mexico related to wildlife management, participates in coalitions as needed, drafts and submits for approval formal comments on management plans or regulatory changes at the state level, and communicates regularly with the Southwest Section Conservation Affairs Committee. The Committee Chair is appointed by the President after approval by the Executive Board and communicates activities to the Executive Board. Membership includes voting members at large and/or members of 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

Upon dissolution of the New Mexico 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 the understanding that said assets will be held for a maximum of five 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 at any annual or special meeting if due notice of the propose changes (Article VI, Section IB.) is followed. A member who will be absent from the meeting may file an absentee ballot (Article V, Section 2C.).

Section 2. Conformance - No amendment to these 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.