

BYLAWS OF THE ALASKA CHAPTER OF THE WILDLIFE SOCIETY

Organized: May 3, 1971
Revisions: August 1, 2006
April 5, 2013

ARTICLE I. NAME, AREA, AND AFFILIATION

- Section 1. NAME – The name of this organization shall be the Alaska Chapter of The Wildlife Society.
- Section 2. AREA – This Chapter shall have as its area of organization the State of Alaska.
- Section 3. CRITERIA FOR AFFILIATION – The Alaska Chapter shall conform to Bylaws, Code of Ethics, objectives, policies, and positions as adopted by The Wildlife Society, Inc.¹ (hereinafter, The Wildlife Society, Inc. may be referred to as The Society).

ARTICLE II. OBJECTIVES

- Section 1. OBJECTIVES – Consistent with the objectives of The Wildlife Society, the Alaska 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.
 5. To maintain an active, informed interest in Alaska's wildlife and habitat, and to make recommendations and comments regarding wildlife and habitat management based upon the best information available.
- Section 2. IMPLEMENTATION – To aid in the achievement of these objectives, the Chapter proposes to:
1. Provide an opportunity for better liaison among the individual member, the regional representative, and the Wildlife Society.
 2. Recognize and commend outstanding work in the profession.
 3. Serve to focus the aims and objectives of The Wildlife Society upon professional wildlife needs, problems, and events on the state scene.

ARTICLE III. CHAPTER YEAR

The Alaska Chapter operating and fiscal year shall begin January 1.

¹ Incorporated in 1948 under the laws of the District of Columbia, U.S.A.

ARTICLE IV. MEMBERSHIP

- Section 1. MEMBER – A member of the Alaska Chapter of The Wildlife Society must be a member of The Wildlife Society. Members need not necessarily reside within Alaska. Alaska Chapter of The Wildlife Society members may hold elective offices in the Chapter; vote on matters affecting The Wildlife Society; and officially represent the Chapter on business of The Wildlife Society per approval of the Alaska Chapter Executive Board.
- Section 2. CHARTER MEMBERS –Members in good standing on the membership rolls as of February 28, 1971 shall be considered Charter Members.
- Section 3. HONORARY MEMBER – Honorary Members of the Alaska Chapter shall be persons who, by a majority vote of the Chapter, have been thus recognized for their achievements. An Honorary Member need not pay Chapter dues and may not vote or hold office.
- Section 4. DUES – Annual dues, as established by the Executive Board, shall be payable by each member to the Secretary-Treasurer no later than January 31. Members who have not paid their Wildlife Society dues shall lose their Voting Member status in the Chapter.
- Section 5. RESIGNATION – Members may resign at any time by giving notice to the Chapter’s Secretary-Treasurer, or will be considered to have resigned if annual Chapter dues are not paid.
- Section 6. 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 the appropriate dues.

ARTICLE V. ELECTIONS AND OFFICERS

- Section 1. NOMINATING AND ELECTIONS COMMITTEE – The three-member Nominating and Elections Committee, selected by the Executive Board (Article VII, Section 1) of the Alaska Chapter, shall prepare a slate of one or more candidates for each of the elective positions, namely President-Elect, Secretary-Treasurer, and 3 Regional Representatives from the Chapter Voting membership. The 3 Regional Representatives shall represent the geographical areas within Alaska as follows: Southeast Region, 1 Regional Representative; Northern-Interior Region, 1 Regional Representative; and Southcentral-Western Region, 1 Regional Representative. The foregoing Regional Representatives shall be elected by the membership within the respective regions.
- 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 by the Secretary-Treasurer to the membership at least 14 days prior to posting and/or mailing the balloting.

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

CLAUSE E – A member may hold the same elective position for no more than 2 consecutive terms.

Section 2. **BALLOTING** – Electronic and written ballots shall be received from the members by the Secretary-Treasurer, or a designated TWS member as approved by the Alaska Chapter Executive Board and shall be counted by the Nominating and Elections Committee or a designated TWS member as approved by the Alaska Chapter Executive Board. 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 delinquency.

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

CLAUSE C – The candidates receiving the largest number of votes on the ballots (electronic + written) shall be declared elected. No one may hold more than one elected position simultaneously.

CLAUSE D – Ballots will be posted on the Alaska 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 Alaska Chapter’s website. Members shall have 28 days to vote and return printed ballots.

Section 3. **OFFICERS AND EXECUTIVE BOARD MEMBERS** – Officers of the Alaska Chapter shall consist of a President, President-elect, and Secretary-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 or appoint alternate representatives to other Chapter, Section, or Society boards, committees, or meetings, including the Executive Board of the Northwest Section. The Chapter Representatives to the Northwest Section shall represent and serve as liaison to the Northwest Section for the Alaska Chapter, provide the editor of the Northwest Section newsletter with news and items of

interest from the Alaska Chapter, and serve as a contact for other chapters within the Section.

CLAUSE B – PRESIDENT-ELECT – The President-Elect shall assume the duties of the President in the absence or upon the inability of the President to serve, and shall perform any duties assigned by the President. (Such duties may include Chair of the Membership or Program Committee). In the event that the President-Elect cannot serve in the President’s absence, the Past President shall assume his or her duties.

CLAUSE C – SECRETARY-TREASURER – The Secretary-Treasurer shall be responsible for the files, records, and funds of the Chapter and shall submit complete financial reports to the last meeting of the person’s term of office. Duties also shall include the receipt and disbursement of funds, the recording of the minutes of all meetings, the maintenance of the membership rolls, correspondence, and the issuance of meeting minutes.

CLAUSE D – PAST PRESIDENT – The Past President shall assume the duties of the President in the absence or upon the inability of the President or the President-Elect to serve, and shall perform any duties assigned by the President or acting President.

CLAUSE E – REGIONAL REPRESENTATIVES – The Regional Representatives shall bring issues of regional concern to the attention of the Executive Board. They shall also solicit information about wildlife issues and personnel changes in their respective regions and submit the information to the Chapter Newsletter Editor for inclusion in the Chapter newsletter.

CLAUSE F – NEWSLETTER EDITOR – A Chapter member in good standing may be appointed by the Executive Board to draft and distribute the Chapter newsletter to the Chapter membership. The Newsletter Editor shall serve as a non-voting member of the Executive Board.

CLAUSE G – UNIVERSITY OF ALASKA STUDENT REPRESENTATIVE – A University of Alaska Student Chapter of The Wildlife Society member may be appointed by the Executive Board to serve as non-voting member of the Executive Board.

CLAUSE H – EXECUTIVE BOARD – The Executive Board shall act as the governing body for the Chapter and shall be made up of the above named officers, the Past President, the three Regional Representatives, non-voting Newsletter Editor, and non-voting University of Alaska Student Chapter of The Wildlife Society member.

Section 4. TERM OF OFFICE – The officers and Board members must be voting members of The Wildlife Society. The officers and the Past President shall serve for approximately two years, as shall the Regional Representatives. Officers and Regional Representatives shall be installed at the Annual Meeting following their respective elections, take office immediately following the Annual Meeting at which they were installed, and unless reelected terminate their duties at the conclusion of the Annual Meeting coinciding with the completion of their respective terms of office,

or at such time as their successors are elected and installed. The President shall become past President upon termination of his or her duties as President. The President-Elect shall become President upon completion of his or her term as President-Elect. The Newsletter Editor shall have no term limit and can serve as long as desired and approved by the Executive Board.

- 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, although an appointed President-Elect shall serve only until the next scheduled Chapter election where the membership shall elect the new President. All appointees must be Voting Members of the Alaska Chapter and The Wildlife Society.

ARTICLE VI. MEETINGS

- Section 1. REGULAR MEETINGS – Regular membership meetings shall be at such times and places as determined and published by the Executive Board.
CLAUSE A – ANNUAL MEETING – The regular meeting in spring shall be known as the Annual Meeting, and shall be for 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 30 days prior to annual and regular meetings, and 10 days prior to special meetings.
CLAUSE C – QUORUM – Quorum for annual, regular, and special meetings 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 meeting shall follow *Robert's Rules of Order*, last 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 also apply to special meetings.

ARTICLE VII. MANAGEMENT AND FINANCES

- Section 1. EXECUTIVE BOARD – The Alaska Chapter shall be governed by an Executive Board composed of its officers, the immediate Past President, and Regional Representatives.
- 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 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 Alaska Chapter shall be under the supervision of the Executive Board and shall be handled by the Secretary-Treasurer. The financial records of the Alaska Chapter shall be periodically examined by the Audit Committee (Article VIII, Section 2G).
- CLAUSE A – The Secretary-Treasurer need not be bonded.
- CLAUSE B – Funds shall be derived from the dues, special assessments, work projects, and contributions.
- CLAUSE C – Funds shall be placed in a federally-insured bank or savings and loan association.
- CLAUSE D – The President, or a Chapter representative appointed by the Executive Board, may collect up to \$500 reimbursement from Chapter funds for travel to the Chapter’s annual meeting, the NW Section meeting, the National conference, or other TWS functions. For advance approval, requests must be submitted to the Executive Board for review at least 30 days prior to scheduled travel. After-the-fact requests for reimbursement must be submitted to the Executive Board within 30 days after returning home from travel status.
- CLAUSE E – Chapter funds of up to \$250 per candidate may be used to help enable college students attend annual Chapter, Section, or National meetings, provided: (a) they will be presenting a paper or poster, or making some sort of formal presentation for the benefit of the Alaska Chapter assembly, and (b) they are a TWS or Student Chapter member. Requests for assistance must be submitted to the Executive Board for review and approval at least 30 days prior to scheduled travel. An application process shall be developed by the Executive Board to administer these grants.

CLAUSE F – The Alaska Chapter of The Wildlife Society is separate from any student chapter at any academic institution in administration and financial management.

CLAUSE G -- Certificates of appreciation on behalf of the Chapter may be awarded to any Chapter member by the Executive Board. Awards may include certificates of appreciation, gift certificates, and/or cash honoraria for services that benefit membership of the Alaska Chapter and The Wildlife Society. Members of the Executive Board are prohibited from accepting any financial compensation for performing duties as an elected officer.

- Section 3. **REPORTS** – Within 20 days after an election or other official action, the Secretary-Treasurer shall report such action to the Executive Director of the Wildlife Society, the Northwest Section Representative, and the Northwest Section President. The President shall forward an annual report to these same parties. A statement of calendar-year income and expenses, together with starting and ending balances, must be submitted by the Secretary-Treasurer to the Executive Director of The Wildlife Society in January of each year for federal tax reporting by The Society office. The tax identification number for the Alaska Chapter is 92-0142443, and the tax exemption number is 237222304.
- Section 4. **FILES** – The Chapter shall maintain a file containing: Bylaws of The Wildlife Society, the Northwest Section, and the Alaska Chapter; minutes of the 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 kept in the Chapter file for the guidance of each succeeding Secretary-Treasurer. The Wildlife Society “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 shall be maintained and The Society shall be notified of each such transfer.
- Section 5. **RESOLUTIONS AND PUBLIC STATEMENTS** – Two or more members may submit resolutions or position statements, or topics for consideration as resolutions or position statements to the Chapter’s Executive Board. Members that submit proposed position statements or resolutions must complete the Questionnaire for Resolutions and Position Statements, adopted in January 2005, or a similar form approved by the Board. The Board shall forward the proposed resolution or position statement and completed questionnaire for further consideration to either the Resolutions and Public Statements Committee (Article VIII, Section 2, Clause F) or an ad-hoc committee of members knowledgeable about the topic. The Chapter adopts a resolution or position statement after the following steps:

1. The Committee recommends to the Executive Board whether the topic is suitable for consideration as a Chapter resolution or position statement, and identifies the intended audience and objectives. If a majority of the Executive Board agrees that a resolution or position statement is warranted, the Committee writes the initial draft of the document or may revise the document submitted by members.
2. Upon completion of the initial draft resolution or position statement by the Committee, the Executive Board assumes control of the document and may either (1) return the document to the Committee with requests for revision, (2) revise the document in preparation for release to members, or (3) accept the document from the Committee without further revision.
3. When the draft has been approved for release by a majority of the Executive Board, the draft document will be distributed to members by email and members allowed at least 15 days to comment.
4. The Executive Board collects and reviews comments from members and works with the Committee that drafted the document to incorporate appropriate revisions. The Committee that authored the original document then recommends to the Executive Board whether to approve or disapprove the revised document. This recommendation is advisory and does not bind subsequent actions by the Executive Board.
5. The Executive Board votes whether to release the final document to Chapter members for a vote of approval. A simple majority among the Executive Board is sufficient to authorize a Chapter-wide vote. The final version of the resolution or position statement is distributed to Chapter members via email.
6. Voting is conducted via an online ballot that shall remain open for 15-30 days. Members that wish can request a paper ballot from the Secretary/Treasurer. A resolution or position statement is adopted by the Chapter if it is supported by two-thirds of the Chapter membership that vote in the election.

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 not 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 accepted by them prior to the 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 Alaska 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 Alaska 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 follow the “Guidelines for Wildlife Policy Activities” (Appendix 4.421 of the Operations Manual). The President of The Wildlife Society, the Northwest Section Representative, and the Northwest Section President must receive copies of any approved resolution or position Statement within 15 days of such action. All resolutions and position statements adopted by the Chapter will be posted on the Chapter web site.

ARTICLE VIII. COMMITTEES

Section 1. APPOINTMENTS – The Chapter President shall consider suggestions of the Executive Board in appointing chairs of all regular committees, except the Nominating and Elections Committee (Article V, Section 1) and all special committees such as awards and hospitality. Committee chairs shall submit a written summary of committee activities to the President and the Secretary-Treasurer before the close of each annual Chapter business meeting.

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 in the area to become members of The Wildlife Society, the Northwest Section, and the Alaska Chapter. As provided in Article IV, Section 2, the committee will receive nominations and make recommendations to the Executive Board regarding approval of individuals seeking Other Member status in the Chapter.

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

CLAUSE D – 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 organization area of the Chapter and

make recommendations to the Executive Board for any action that should be taken by the Alaska Chapter. The Chair may ask any Chapter members to assist with reviews.

CLAUSE E – EDUCATION AND INFORMATION – This committee shall develop and implement methods to inform the public of basic wildlife management concepts and Chapter and Society activities and interests.

CLAUSE F – RESOLUTIONS AND PUBLIC STATEMENTS – This committee shall receive proposed resolutions and public statements that have been submitted to the Executive Board by Chapter members. The Committee will determine if the subject of the proposed resolution or position statement is appropriate for consideration by the Chapter and will submit a recommendation to the Executive Board in accordance with Article VII, Section 5. If the Executive Board approves further development of a resolution or public statement, this Committee will write a draft document for submission to the Executive Board. The Executive Board may temporarily add members to this committee or create an ad-hoc committee of members that are knowledgeable about the topic. Upon submission of a draft document to the Executive Board, the Committee works with the Board to incorporate member comments, and provides a non-binding recommendation regarding whether the Executive Board should release the final version of the document for a Chapter-wide vote of approval as described in Article VII, Section 5.

CLAUSE G – AUDIT – This committee shall consist of a Chair and at least two additional members. It shall review the financial records and support documents of the Secretary-Treasurer at least annually. The committee also shall review these records and documents prior to any change in the office of the Secretary-Treasurer.

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 Alaska 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 areas 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 best determined by The Council in accordance with Society Bylaws. An exception is that net proceeds from charitable gaming conducted under Alaska Statute 05.15 will go to a

charitable organization as defined in Alaska Statute 05.15.690(6) or another qualified organization that is authorized to conduct an activity under Alaska Statute 05.15.

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 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 these Bylaws shall be enacted that results in a conflict within The Wildlife Society Bylaws. If these Bylaws are revised, the new revision must be approved by The Society before becoming effective.

Revised: 31 July 2006

Approved by TWS: 1 August 2006