

BYLAWS OF THE OHIO CHAPTER OF THE WILDLIFE SOCIETY, INC.*

Organized: March 4, 1963
Amended and Approved: March 17, 2016

ARTICLE I. NAME, AREA, AFFILIATION

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

ARTICLE II. OBJECTIVES

- Section 1. OBJECTIVES – Consistent with the objectives of The Society, the Ohio Chapter objectives are:
- 1) To develop and promote sound stewardship of wildlife resources and of the environments upon which wildlife and people 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 professions
- Section 2. IMPLEMENTATION – To aid in the achievement of these objectives, the Ohio Chapter proposes to:
- 1) Provide opportunities for better liaison among individual members, the North Central Section, and The Society.
 - 2) Evaluate and respond to the principles involved in proposed or enacted societal action that could affect wildlife or its habitats.
 - 3) Recognize and commend outstanding professional achievements in maintenance, restoration and enhancements of habitats for wildlife.
 - 4) Focus the aims and objectives of The Society and the North Central Section upon professional wildlife needs, problems, and events in local situations.
 - 5) Encourage communication between members and non-members to facilitate understanding and effectiveness of research and management of wildlife.

* incorporated in 1948 under the laws of the District of Columbia

ARTICLE III. CHAPTER YEAR

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

ARTICLE IV. MEMBERSHIP

- Section 1. PARENT SOCIETY MEMBER – Parent Society members are those who belong to both The Society and the Ohio Chapter. Only Parent Society 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. STATE MEMBER – State membership in the Ohio Chapter shall be available to any person who, although not a member of The Society, resides or conducts professional activities within the State of Ohio, or resides and works outside the State of Ohio but has an interest in the objectives and activities of the Ohio Chapter. State Members shall be entitled all rights, privileges, and responsibilities of Parent Society Members (except those reserved for Parent Society Members as noted above; Article IV, Section 1), including voting in Ohio Chapter elections, and on all matters affecting the Ohio Chapter.
- Section 3. HONORARY MEMBER – Honorary membership in the Ohio Chapter may be granted to persons who, by a majority vote of all Ohio Chapter members at an annual meeting, have been thus recognized by their achievements. An Honorary Member will not pay dues. Honorary Members who are members of The Society shall have the same rights and privileges as Parent Society Members (Article IV, Section 1), otherwise they will have rights and privileges of State Members (Article IV, Section 2).
- Section 4. STUDENT MEMBER – Student membership in the Ohio Chapter shall be available to any person who is a full-time student in a High School, College or University within the State of Ohio and has an interest in the objectives and activities of the Ohio Chapter. Student Members shall be entitled all rights, privileges and responsibilities of State Members, including voting in Ohio Chapter elections, except those reserved for Parent Society Members (Article IV, Section 1), unless students also belong to The Society.
- Section 5. DUES – Annual dues, to be determined at annual meetings, shall be payable by each member to the Treasurer. Members who are not current on their dues shall lose their status in the Ohio Chapter. Annual Chapter dues also may be paid to the Society’s headquarters, along with Section and Society dues and subsequently will be remitted to the Chapter. Annual dues are valid for 365 days from the date of payment.
- Section 6. RESIGNATION - Members may resign at any time by giving notice to the Ohio Chapter Secretary or will be considered to have resigned if the annual dues are not renewed.
- Section 7. REINSTATEMENT - Persons who are dropped from the rolls of the Ohio Chapter for non-payment of dues or resignation may be reinstated into membership in the Ohio Chapter upon re-application and payment of appropriate dues.
- Section 8. BYLAWS - A copy of these Bylaws shall be made available by the Secretary to any member upon request.

ARTICLE V. ELECTIONS AND OFFICERS

Section 1. **NOMINATING COMMITTEE** - The 3-member Nominating Committee, selected by the Executive Board (Article VII, Section 1) of the Ohio Chapter, shall be responsible for preparing the candidate pool for each of the elective positions, namely: President-elect, Secretary and Treasurer.

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

CLAUSE B – Prior approval shall be obtained from all candidates.

CLAUSE C – Nomination slate shall be submitted to the membership at least 21 days prior to voting which should if at all be possible occur at the annual Chapter business meeting.

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

CLAUSE E – A member may be elected for no more than two consecutive terms in the same office.

Section 2. **BALLOTING** – Written and/or electronic ballots shall be counted by the Nominating Committee. For ballot counting purposes, the President shall appoint a replacement for any member of the Nominating and Elections Committee who had been nominated for an office.

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

CLAUSE B – The Executive Committee shall determine a date when ballots will be last accepted and will notify membership of that date.

CLAUSE C – A signed absentee ballot may be submitted to the Secretary by a member prior to the last date for voting as determined by the Executive Committee.

CLAUSE D – The candidate receiving the largest number of votes shall be declared elected. No one may hold more than one elective office simultaneously.

Section 3. **OFFICERS** – Officers of the Ohio Chapter shall consist of a President, President-elect (who shall serve as Vice-President and succeed to the Presidency), Secretary, Treasurer and Past-President. The duties of these officers are:

CLAUSE A – **PRESIDENT** – The President shall have general supervision of the Ohio Chapter officers, shall appoint, with the advice of the Executive Board, Chairpersons of all regular and special committees, shall preside as Chairperson at meetings of the Executive Board, and shall be an ex officio member of all committees, except the Nominating Committee. The President shall be the North Central Section Representative or may appoint an alternative representative in addition to other Chapter, Section, or Wildlife Society Boards, committees, or meetings, including the Executive Board of the North Central Section. The President or the Appointee shall represent and serve as liaison to the North Central Section

for the Ohio Chapter, provide the editor of the North Central Section newsletter with the news and items of interest from the Ohio chapter area, and serve as a contact among the Section, Chapters and members in their respective areas. The President or Appointee will assist the Section President by verifying mailing addresses, conducting membership drives, polling individual members, and assisting in routine North Central Section business.

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. 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 be the Program Committee Chairperson.

CLAUSE C – SECRETARY – The Secretary shall be responsible for the files and records of the Ohio Chapter, the recording of the minutes of all meetings, correspondence, and the issuance of the meeting minutes. The Secretary shall also be responsible for the production/editing of the Ohio Chapter newsletter.

CLAUSE D – TREASURER – The Treasurer shall maintain the Ohio Chapter’s financial records including the receipts and disbursements of funds, and the maintenance of membership rolls. The Treasurer shall submit complete financial reports to the last meeting of the person’s term of office. The Treasurer shall be the custodian of the permanent membership records of the Ohio Chapter and be responsible for all the correspondence with The Society concerning membership and financial records concerning the Ohio Chapter. The Treasurer shall be responsible for the preparation of the Chapter membership list annually and the distribution of this list to all officers. At the completion of this term the Treasurer shall serve as Chairperson of the Audit Committee.

CLAUSE E – PAST-PRESIDENT – The Past-President shall serve as the Chairperson of the Bylaws committee and as the Chairperson of the Chapter Nominating Committee.

CLAUSE F – EXECUTIVE BOARD – The Executive Board shall act as the governing body for the Ohio Chapter and shall be made up of the above named officers. Any member of the Executive Board may serve as the North Central Section Representative or representative at any other Chapter, Section, or Wildlife Society Boards, committees, or meetings, including the Executive Board of the North Central Section. Any member of the Executive Board that represents the chapter shall provide the other members of the Executive Board with a summary of the representation within two weeks of the representation.

Section 4. **TERM OF OFFICE** – The Ohio Chapter officers must be National Members (Article IV, Section 1), be installed at the annual meeting, take office immediately following the annual meeting, and unless re-elected, terminate their duties at such time as their successors are elected and installed. The Past-President, President and President-elect shall serve two-year terms. The Secretary and Treasurer shall be elected for two-year terms and their terms shall be staggered so that both are not elected in the same year.

Section 5. **VACANCIES** – If the office of the President is vacated for any reason, the President-elect shall assume the duties of the President for the balance of the unexpired term. A vacancy in

an unexpired term of any other elective office shall be filled through appointment by the Executive Board until the next annual meeting, at which time the membership shall elect an officer to fill the balance of the unexpired term. However, an appointed President-elect shall serve only until the next scheduled Chapter election when the membership shall elect the next President. All appointees must be National Members (Article IV, Section 1).

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 – There shall be an annual meeting for the purposes of electing or installing officers, receiving reports of officers and committees, and for any other business that may arise. This meeting will be held in February.

CLAUSE B – MEETING NOTICE – Members must be notified at least 21 days prior to the annual and regular meetings and at least 10 days prior to special meetings.

CLAUSE C – QUORUM – Quorum for membership meetings of the Ohio Chapter shall be over 50 percent of the membership or 10 members in good standing, whichever is less, and at least three members of the Executive Board; for Executive Board meetings, three members of the Board must be present.

CLAUSE D – MEETING RULES – Order of business and parliamentary procedures of the Ohio Chapter meetings shall follow Robert’s Rules of Order, latest revision.

CLAUSE E – BYLAWS – Ohio Chapter Bylaws shall be posted on the Chapters website and available for inspection by the membership or by request of a member. 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 Ohio Chapter shall be governed by an Executive Board composed of its officers (Article V, Section 3).

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 Ohio Chapter between meetings and shall report its interim actions to the members at each succeeding membership meeting. Any

Board action may be over-ridden by two-thirds of the members attending the membership meeting.

CLAUSE B – ATTENDANCE – Chapter 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 Ohio Chapter shall be under the supervision of the Executive Board and shall be handled by the Treasurer. The financial records of the Ohio Chapter shall be examined annually by the Audit Committee (see Article VII, Section 2G).

CLAUSE A – The Treasurer need not be bonded.

CLAUSE B – Funds shall be derived from dues, special assessments, work projects, conference/workshop registrations, and contributions.

CLAUSE C – Funds shall be placed in a federally-insured bank or savings and loan institution.

Section 3. REPORTS – Reports will be provided within 20 days after an election or other official action(s) to the Executive Director of The Wildlife Society, the North Central Section Representative, and the North Central Section President. An annual report and activity time sheets from the Secretary shall be forwarded to these same parties. 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 Society in January of each year for federal tax reporting by The Society office.

Section 4. FILES – The Ohio Chapter shall maintain a file containing: Bylaws of The Society, the North Central Section, and the Ohio Chapter, minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to the Ohio Chapter affairs; all committee reports; financial statements and records; and all other materials designated as pertinent by the Executive Board. A “procedure for filing” shall be kept in the Ohio Chapter file for the guidance of the succeeding Secretary. A Chapter "Operations Manual" provided to The Society will be maintained by the Ohio 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 – Any two or more Ohio Chapter members may submit resolutions or statements to the Resolutions and Public Statements Committee (Article VIII, Section 2F) for consideration by the Ohio Chapter’s Executive Board. These shall be accepted unanimously or rejected by the Board and, if accepted and involving new policy, prepared for submission to the Ohio Chapter membership. Such new items must be approved by two-thirds of votes received from the Ohio Chapter membership either at a regular or special meeting (given a Quorum is present; Article VI, Clause C), or through a special vote solicited from the entire membership (e.g., via newsletter, email, etc.). The item must then be transmitted to The Society, the North Central Section Representative, and the North Central Section President, if approved. Actions falling within previously established Ohio Chapter policies may be carried out by any Ohio Chapter officer upon unanimous approval of the Executive Board. On issues where there are no previously established Ohio 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 Ohio Chapter provided that: 1) the statement be brought to the Executive Board’s

attention and is unanimously accepted by them prior to public issuing of the statement; and
2) copies of the statement are sent to the membership in the next issue of the Chapter newsletter. Furthermore, the Ohio Chapter may issue statements pertaining to subjects in its locale:

- a) when the contents of the statement falls within the established policy of The Society; and
- b) in the absence of existing position statements by The Society.

The Ohio 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 “Policy Guidelines” as set forth by The Society (<http://wildlife.org/network/tws-local/annual-reporting/>). The Ohio Chapter membership, The Society, the North Central Section representative, and the North Central Section President shall be sent copies of any resolution or public statement within 20 days of such action.

ARTICLE VIII. COMMITTEES

Section 1. **APPOINTMENTS** – The Ohio Chapter President shall consider suggestions of the Executive Board in appointing chairpersons of all regular standing committees, except the Nominating Committee (Article V, Section 1), and all special committees. Committee chairpersons shall submit a summary of committee activities to the President before the close of each annual Ohio Chapter business meeting.

Section 2. **DUTIES OF STANDING COMMITTEES**

CLAUSE A – NOMINATING – See Article V, Section 1. The Past-President shall serve as Chairperson of this committee (Article V, Section 3, Clause E).

CLAUSE B – MEMBERSHIP – This committee shall encourage the maximum number of qualified persons residing or working within the State of Ohio to become members of The Society, the North Central section, and the Ohio Chapter.

CLAUSE C – PROGRAM – The President-elect shall serve as the Chairperson of this committee (Article V, Section 3, Clause B). 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 two months prior to the meeting date.

CLAUSE D – EDUCATION AND INFORMATION – This committee shall seek and employ methods of informing the public of basic wildlife management concepts and of the Ohio Chapter and The Society activities and interests. The committee shall also select the recipient of the Chapter’s “Wildlife Awareness Award” from among the participants in the annual State Science Fair.

CLAUSE E – BYLAWS – The Past-President shall serve as Chairperson of the committee (Article V, Section 3, Clause E). This committee shall receive proposed changes to the Bylaws and shall prepare, submit, and recommend changes to the membership in accordance with Article X, Section 1. The committee shall be responsible for making copies of current Bylaws available to the membership.

CLAUSE F – RESOLUTIONS AND PUBLIC STATEMENTS – This committee shall receive proposed resolutions and public statements from two or more Ohio Chapter 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 – The outgoing Treasurer shall serve as Chairperson of this committee (Article V, Section 3, Clause D). This committee shall be responsible for examining all financial records of the Ohio Chapter and reporting any improprieties to the Executive Board. The Chairperson will serve a two-year term. The committee shall consist of the chairperson and at least one additional member.

CLAUSE H – LEGISLATION AND GOVERNMENTAL AFFAIRS – This committee shall monitor local, state and federal legislation and governmental actions as they relate to the Ohio Chapter and wildlife management. The committee shall report to the Executive Board on issues the Ohio Chapter should support, oppose or take no position on. The committee may also draft letters for the President’s signature regarding legislative and governmental issues.

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 the 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 Ohio Chapter of The Wildlife Society, its Executive Board shall transfer all assets, accrued income, and other properties to the council of The Society with the understanding that said assets will be held for an maximum of five years from the date of the dissolution of the Ohio Chapter, for redistribution to another chapter that may be established in approximately the same geographical area within said five-year period. If another chapter is not established within said area and period of time, The Society may use or distribute all assets, accrued income, and other properties as best determined by the Council in accordance with The Society Bylaws.

ARTICLE X. AMENDMENT TO BYLAWS

Section 1. PROCEDURE – These Bylaws may be altered or amended by a majority of the Ohio Chapter members voting at any annual or special meeting or electronically 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 with the Secretary prior to the meeting

Section 2. CONFORMANCE – No amendment to these Bylaws shall be enacted that results in a conflict with The Society Bylaws. If these Bylaws are revised, the new revision must be approved by The Society before becoming effective.

Last Revised 17 March 2016