

BYLAWS

NEW YORK CHAPTER OF THE WILDLIFE SOCIETY

Organized October 1963
Reviewed and Approved by The Wildlife Society, February 2010
Approved by Vote of the Membership, 5 March 2011

ARTICLE I. NAME, JURISDICTION, AFFILIATION, OBJECTIVES

Section 1. Name. The name of this organization shall be the New York Chapter of The Wildlife Society, hereinafter referred to as the Chapter.

Section 2. Area. This Chapter shall have its area of organization primarily in the State of New York.

Section 3. Criteria for Affiliation. The Chapter shall conform to the Bylaws, Code of Ethics, Objectives, Policies and Positions of The Wildlife Society, Incorporated (incorporated in 1948 under the laws of the District of Columbia, U.S.A.), hereinafter referred to as The Wildlife Society.

ARTICLE II. OBJECTIVES

Section 1. Objectives. Consistent with the objectives of The Wildlife Society, the Chapter objectives are to:

1. Encourage the highest possible professional standards in those working with wildlife resources.
 2. Encourage management of wildlife resources along sound biological, ecological, economic, and social principles.

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

1. Disseminate knowledge and exchange ideas through the Chapter meetings and newsletters.
 2. Provide an opportunity for better liaison among individual members, Student Chapters, The Northeast Section, and The Wildlife Society.
 3. Recognize and commend outstanding work in the profession.
 4. Become actively involved in important issues affecting wildlife resources in New

30 York State, taking positions based on scientific fact and sound ecological knowledge to
31 guide decision-making.

32 5. Encourage public support for positions taken by the Chapter on important issues
33 affecting wildlife resources.

34 **ARTICLE III. CHAPTER YEAR**

35 The Chapter's operating and fiscal year shall follow The Wildlife Society's calendar year
36 schedule.

37 **ARTICLE IV. MEMBERSHIP**

38 **Section 1. Voting Member.** Voting membership in the Chapter shall be available to any dues-
39 paying member of the Chapter and to voting members of The Wildlife Society residing or
40 conducting professional activities within the organizational area of the Chapter (Article I,
41 Section 2); or any voting member of The Wildlife Society residing outside but adjacent to New
42 York State, and where no chapter exists in that person's state or province of residence at time of
43 membership application. Only Chapter Voting Members may hold office in the Chapter, vote on
44 official Chapter matters, and officially represent the Chapter in business of The Wildlife Society
45 by committee or officer appointment.

46 **Clause A. Student Voting Member.** Student membership shall be available to any
47 student member of The Wildlife Society currently enrolled in a New York State college
48 or university. Student voting members may vote on official chapter matters.

49 **Section 2. Affiliate Member.** Affiliate membership is available to all of those persons not
50 voting members of The Wildlife Society. Affiliate members shall be entitled to all the rights and
51 privileges of a voting member, except that they cannot vote, hold office, or represent the Chapter
52 or The Wildlife Society in business matters.

53 **Section 3. Charter Member.** Members in good standing on the membership rolls as of 6
54 December 1963, shall be considered Charter members.

55 **Section 4. Honorary Member.** Honorary Members of the Chapter shall be persons who, by a
56 majority vote of all Chapter members, have been thus recognized for their achievements. A
57 Chapter Honorary member need not pay Chapter dues. Honorary Members who are Voting
58 Members of The Wildlife Society shall have the same rights and privileges as Chapter Voting
59 Members (Article IV, Section 1). Honorary Members who are not Voting Members of The
60 Wildlife Society shall have the same rights and privileges as Affiliate Members (Article IV,
61 Section 2). Upon retirement from the wildlife management profession, a Voting Member of the
62 Chapter (Article IV, Section 1) may apply, in writing, to the Vice-President to be considered for

63 Honorary Membership.

64 **Section 5. Contributing Member.** Contributing Membership is open to individuals, business,
65 industry, or organizations interested in promoting the interests of the Chapter. Contributing
66 Membership shall provide all rights and privileges of Full Membership except the right to vote in
67 Chapter business meetings, hold office, or represent the Chapter or The Wildlife Society in
68 business matters. Dues for Contributing Membership shall not be less than One Hundred Dollars
69 (\$100).

70 **Section 6. Dues.** Annual dues shall be reviewed periodically by the Executive Committee and
71 increased or decreased, as necessary. Dues shall be payable no later than the first day of the
72 fiscal year. Annual Chapter dues also may be paid to The Wildlife Society along with Section
73 and Society dues.

74 **Section 7. Resignation.** Members may resign at any time by giving notice to the Chapter's
75 Vice-President and Secretary, or will be considered to have resigned if annual Chapter dues are
76 not paid.

77 **Section 8. Reinstatement.** Persons who are dropped from the rolls of the Chapter for
78 non-payment of dues or resignation may be reinstated to membership in the Chapter upon
79 payment of the current year's dues.

80 **ARTICLE V. ELECTIONS AND OFFICERS**

81 **Section 1. Procedures.** The Nominating and Awards Committee, selected by the Executive
82 Committee (Article VII, Section 1), shall prepare a slate of 2 candidates for each of the elective
83 positions, namely: President-Elect (who shall succeed to be President), Vice-President, Secretary,
84 and Treasurer.

85 **Clause A.** Nominees must be Voting Members of The Wildlife Society and the Chapter
86 (Article IV, Section 1.)

87 **Clause B.** Prior approval shall be obtained from said candidates.

88 **Clause C.** A nomination slate shall be mailed or otherwise delivered to the membership
89 at least 30 days prior to the mailing of the final ballot.

90 **Clause D.** Additional nominees may be submitted to the Nominating and Elections
91 Committee and added to the slate upon the signed support of 2 or more members,
92 provided prior approval has been obtained from each nominee.

93 **Clause E.** An officer may be elected for no more than 2 consecutive terms in the same

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elective position.

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Section 2. Balloting. Officers shall be approved by a majority vote of the ballots received. In the event of a tie, the selection shall be made by a majority vote of the Executive Committee. Ballots shall be mailed, delivered, or otherwise transmitted to Voting Members at least 30 days prior to the Annual Meeting. Completed ballots are to be mailed, delivered, or otherwise transmitted to the Secretary or his/her designee prior to the Annual Business Meeting. The ballots shall be counted and results reported by the Nominating and Awards Committee during the Annual Meeting. For ballot counting purposes, the President shall appoint a replacement for any member of the Nominating and Awards Committee who has been nominated for an office. No person may hold more than 1 elective position simultaneously.

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

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Clause A. President. The President shall have general supervision of the Chapter officers, shall appoint, with the advice of the Executive Committee, Chairs of all regular and special committees, shall preside as Chair at meetings of the Executive Committee, and shall be an ex-officio member of all committees, except the Nominating and Awards Committee. The President may represent the Chapter or appoint alternate representatives to other Chapter, Section, or Wildlife Society boards, committees, or meetings including the Executive Committee of the Northeast Section. The President or the Chapter Representative shall represent and serve as a member of the Northeast Section Executive Committee. The President or Chapter Representative shall assist the Section Chair by conducting or delegating routine Section business that must be transacted within the jurisdiction of the Chapter.

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Clause B. Vice-President. The Vice-President shall serve as chair of the Membership Committee and of the Planning Committee for the Field Meeting (see Article VI, Section 1, Clause B), and shall perform any other duties assigned by the President.

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Clause C. President-Elect. The President-Elect shall assume the duties of the President upon the inability of the President to serve, and shall perform any duties assigned by the President. Gaining familiarity with the officers, committees and overall administration of the Chapter shall be a major function of this office. The President-Elect shall also serve as chair of the Nominating and Awards Committee and of the Planning Committee for the Annual Meeting.

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Clause D. Secretary. The Secretary shall be responsible for the files and records of the Chapter. Duties also include the recording of the minutes of all meetings, the maintenance of the membership rolls, correspondence, the issuance of meeting minutes, and notices of all proposed amendments to the Bylaws.

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130 **Clause E. Treasurer** The Treasurer shall be responsible for all funds of the Chapter, and
131 shall submit complete annual financial reports. Duties also include the receipt and
132 disbursement of funds.

133 **Clause F. Past-President**. The Past-President's duties will be to assist the President for a period of one year in all assigned duties and in promoting continuity and a smooth
134 transition of Chapter affairs, and serve for one year as Chair of the Nominating and
135 Awards Committee and of the Planning Committee for the Annual Meeting.

137 **Section 4. Term of Office**. The officers must be Voting Members of The Wildlife Society and
138 the Chapter, serve for approximately 2 years, be installed at the Annual Meeting, take office
139 immediately following the Annual Meeting, and unless re-elected, terminate their duties at the
140 conclusion of the Annual Meeting marking the end of their term, or at such time as their
141 successors are elected and installed. The Vice-President, Secretary, and Treasurer shall be elected
142 in even years (biannually) for approximately a 2-year term of office. The President-Elect shall be
143 elected in odd years for a term of approximately 1 year. Following the one-year term, the
144 President-Elect shall assume the office of the President and shall hold that office for a term of
145 approximately 2 years. In addition, the Past-President shall serve on the Executive Committee for
146 a 1-year period after the 2-year Presidential term is completed.

147 **Section 5. Vacancies**. If the office of President is vacated for any reason, the President-Elect or
148 Past-President shall assume the duties of the President for the balance of the unexpired term of
149 the President. In the event the President-Elect or Past-President cannot serve as the President, the
150 Executive Committee shall appoint a president pro-tempore until the next scheduled Chapter
151 election, when the membership shall elect the next President. All other vacancies in any
152 unexpired term of an elective office shall be filled through appointment by the Executive
153 Committee. All appointees must be Voting Members of the Chapter and The Wildlife Society.

ARTICLE VI. MEETINGS

155 **Section 1. Regular Meetings**. Regular meetings shall be held at such times and places as
156 determined and published by the Executive Committee, or as specified in these Bylaws. Regular
157 meetings shall include one annual meeting and may include one field meeting per year.

158 **Clause A. Annual Meeting**. An Annual Meeting shall be held during the first half of the
159 Chapter fiscal year for the purposes of electing or installing officers, receiving reports of
160 officers and committees, and for any other business that may arise.

161 **Clause B. Field Meeting**. Field meetings shall be for the purpose of providing
162 opportunities for informing members on some aspect of wildlife or other natural
163 resources in New York.

164 **Clause C. Meeting Notice.** Members must be notified at least 30 days prior to any
165 regular meeting.

166 **Clause D. Quorum.** A quorum for any regular meetings of the Chapter shall be over
167 50% of the membership or 20 voting members, whichever is less.

168 **Clause E. Meeting Rules.** Order of business and parliamentary procedures
169 at all Chapter meetings shall follow Robert's Rules of Order, latest revision.

170 **Clause F. Bylaws.** Chapter Bylaws shall be available for inspection during each annual
171 meeting. If these Bylaws are revised, the new revision must be approved by The Wildlife
172 Society before becoming effective. Copies of Bylaws are available to any member on
173 request from the Secretary.

174 **Section 2. Special Meetings.** Special meetings may be called by the Executive Committee at
175 any time, provided members are given 10 days notice, and the purpose of the meeting is given.

176 **Clause A.** A quorum for special meetings is over 25% of the full membership or 10
177 voting members, whichever is less.

178 **Clause B.** Only items listed in the call for a special meeting shall be acted upon at the
179 special meeting.

180 **ARTICLE VII. MANAGEMENT AND FINANCES**

181 **Section 1. Executive Committee.** The Chapter shall be governed by an Executive Committee
182 composed of its officers as defined in Article 5, Section 3, and the ~~chairperson~~ chairs of the
183 Conservation Affairs Committee, and the Publicity and Information Committee.

184 **Clause A. Conduct.** The Executive Committee shall conduct its affairs in conformance
185 with the provisions of these Bylaws, and those of The Wildlife Society. The Executive
186 Committee is authorized to act for the Chapter between annual meetings and shall report
187 its interim actions to the members at each annual meeting. Any Executive Committee
188 action may be overridden by two-thirds of the Voting Members attending a membership
189 meeting.

190 **Clause B. Attendance.** Members may attend Executive Committee meetings, but may
191 participate therein only when asked to do so, and they may not vote at such meetings.

192 **Clause C. Quorum.** A quorum for Executive Committee Meetings shall be 3 members
193 of the Committee.

194 **Section 2. Finance.** Funds of the Chapter shall be under the supervision of the Executive
195 Committee, and shall be administered either as a general operating fund handled by the Treasurer
196 or as a permanent fund. The financial records of the Chapter shall be examined periodically by
197 the Audit Committee (Article VIII, Section 6).

198 **Clause A.** The Treasurer need not be bonded.

199 **Clause B.** Funds shall be derived from dues, special assessments, work projects, and
200 contributions.

201 **Clause C.** A special Finance Committee consisting of at least one Voting Member and
202 up to two non-member advisors, shall be appointed by the President and make timely
203 recommendations for management of a Chapter permanent fund. Each committee
204 member shall be appointed alternately and annually for a 3-year term and need not be
205 bonded. The committee will elect its Chairman annually subject to the approval of the
206 Executive Committee. Vacancies shall be filled by the President for the remainder of any
207 unexpired term.

208 **Clause D.** Administration of Permanent Fund Assets

209 1. The Executive Committee may designate portions of funds received from: dues
210 payments of all membership classes, subscriptions, sales items, fund raising
211 events, general fund earnings, and from un-designated gifts to be placed in the
212 permanent fund of the Chapter.

213 2. The Executive Committee may accept any bequests, grants, trusts, or other
214 assets.

215 3. The Finance Committee shall evaluate and recommend the administration of
216 securities, funds, or other property, real and personal, which have been placed in
217 the Chapter's permanent fund. It shall recommend, on the basis of majority vote,
218 and subject to the approval of the Executive Committee, actions by the President
219 and Treasurer to invest or reinvest in securities or other investment properties and
220 to sell, transfer, and assign such assets including the right to execute proxies,
221 transfer documents, and other legal papers related to such assets in the name of the
222 Chapter. However, the exercise of such actions shall not be in contravention to the
223 terms under which any such property was accepted from the donor or divisor.

224 4. When permanent fund assets are required for Chapter business, and when so
225 instructed by a majority vote of the Executive Committee, the President and
226 Treasurer shall effect any necessary liquidation of permanent fund assets and/or
227 transfer the stipulated amount to the general fund.

228 **Section 3. Reports.** Within 30 days after an election or other official action, the Secretary shall
229 report such action(s) to the Executive Director of The Wildlife Society, the Northeast Section
230 Representative, and the Northeast Section Chair. An annual report from the Secretary shall be
231 forwarded to these same parties. A statement of calendar-year income and expenses, together
232 with starting and ending balances, must be submitted by the Treasurer to the Executive Director
233 of The Wildlife Society in January of each year for federal tax reporting by The Wildlife Society
234 office.

235 **Section 4. Files.** The Chapter shall maintain a file containing: Bylaws of The Wildlife Society,
236 the Northeast Section, and the Chapter; minutes of all regular and special meetings of the
237 membership and of the Executive Committee; correspondence pertinent to Chapter affairs; all
238 committee reports; financial statements and records; and all other material designated as
239 pertinent by the Executive Committee. A "Procedure for Filing" shall be kept in the Chapter file
240 for the guidance of each succeeding Secretary. A Chapter "Operations Manual" provided by The
241 Wildlife Society will be maintained by the Chapter President and a written record of transfer of
242 this manual to the incoming President will be maintained, and The Wildlife Society will be
243 notified of each such transfer. For all **other** matters, the Chapter Newsletter shall be the official
244 record of the Chapter, disseminated to all members and archived on the Chapter web site.

245 **Section 5. Resolutions and Public Statements.** Any member may submit resolutions or
246 statements to the Chapter's Executive Committee for possible consideration by the Chapter's
247 Executive Committee. These shall be accepted or rejected by the Executive Committee and, if
248 involving new policy, prepared for submission to the Chapter membership. Such new items must
249 be approved by two-thirds of the Chapter membership voting and must be transmitted to The
250 Wildlife Society, the Northeast Section Representative, and the Northeast Section Chair, if
251 approved. Actions falling within previously established Chapter policies may be carried out by
252 any Chapter officer upon approval of the Executive Committee. On issues where there are no
253 previously established Chapter policies, and that demand action on a reasonably short notice, the
254 President, or designated representative, may present a Public Statement on behalf of the Chapter
255 provided that:

- 256 1) The concept of the statement be brought to the Executive Committee's attention and is
257 accepted by them prior to public issuing of the statement; and
- 258 2) Copies of the statement are sent to the membership in the first Newsletter after public
259 issuing of the statement. Furthermore, the Chapter may issue statements pertaining to
260 subjects in its locale:
 - 261 a) When the content of the statement falls within the established policy of The
262 Wildlife Society, and
 - 263 b) In the absence of existing position statements by The Wildlife Society.

The Chapter will not issue statements that may be in conflict with the policy of The Wildlife Society without prior approval of The Wildlife Society's Council. All statements will follow the "Guidelines for Conservation Affairs Activities" (Appendix 4.421 of the Operations Manual) and conform to The Wildlife Society's policy regarding conservation affairs (Appendix 4.421 of the Operations Manual). The Chapter membership, The Wildlife Society, The Northeast Section Representative, and the Northeast Section Chair must receive copies of any Resolution or Public Statement within 15 days of such action or in the next Chapter Newsletter after issuance.

ARTICLE VIII. COMMITTEES

Section 1. Appointments. The Chapter President shall consider suggestions of the Executive Committee in appointing chairs of all standing committees, and all special committees. Committee chairs shall submit a written summary of the committee activities to the President and the Secretary before the close of each Annual Chapter Business Meeting. All committees shall be accountable to the Executive Committee under the general supervision of the President.

Section 2. Tenure of Appointments. The term of service for each member of all standing committees, except for the Program Committee, shall be approximately 2 years.

Section 3. Duties and Composition.

Clause A. Standing Committees. These committees shall consist of at least 2 members, a chair and a second, and shall include:

1. Nominating and Awards. The chair of this committee shall be either the Past-President or President-Elect. In addition to preparing a slate of candidates for office (Article V, Section 1), this committee shall be responsible for soliciting nominations and selecting recipients of Chapter Awards.

2. Publicity and Information. Through advice and consent of the Executive Committee, the Newsletter Editor, who is chair of this committee, shall prepare and distribute to the membership a Newsletter at approximately quarterly intervals during the Editor's tenure of office, and also provide the Editor of the Section Newsletter with news and items of interest from the Chapter. The Newsletter shall be the official record of the Chapter. This committee also shall be responsible for publicity and web site content appropriate to all Chapter and Society activities and interests. The Chair of this committee shall be a Voting Member of The Wildlife Society and the Chapter (see Article IV, Section 1) and a voting member of the Executive Committee.

3. Membership. The duties of this committee are:

297 A. To invite and encourage the maximum number of interested persons to
298 join The Wildlife Society and the Chapter.

299 B. To maintain and periodically update demographic data of the Chapter
300 membership.

301 C. To inform current and potential members about The Wildlife Society
302 programs to benefit the individual and the wildlife resources.

303 D. To encourage enlistment of individuals and organizations for
304 Contributing Membership status.

305 4. Program. This committee shall arrange programs of all regular and annual
306 meetings and additional meetings. Each meeting may have its own committees.
307 The committee will provide the President with a proposed agenda for the Annual
308 Meeting and Field Meeting at least 60 days prior to the meeting date.

309 5. Conservation Affairs. This committee shall review legislative proposals,
310 administrative regulations, environmental assessments and impact statements, and
311 other subjects or issues affecting wildlife or wildlife habitat within the
312 organizational area of the Chapter and make recommendations to the Executive
313 Committee for any action that should be taken by the Chapter. The Chair may ask
314 any Chapter member to assist with reviews. The Chair of this committee shall be
315 a Voting Member of The Wildlife Society and the Chapter (see Article IV, Section
316 1) and a voting member of the Executive Committee.

317 6. Audit. This committee shall review the financial records and supporting
318 documents of the Treasurer at least annually. The committee shall also review
319 these records and documents prior to any change in the office of the Treasurer.

320 7. Bylaws. The Bylaws Committee shall be responsible for revising and updating
321 the Chapter Bylaws in accordance with The Wildlife Society Bylaws. The Bylaws
322 may be altered or amended by a majority of the Chapter voting members. Changes
323 must be presented to the Executive Committee for review 90 days prior to the
324 Annual Meeting. Balloting procedures are outlined in Article V, Section 2. No
325 amendment to these Bylaws shall be enacted that results in a conflict with The
326 Wildlife Society Bylaws. If these Bylaws are revised, the new revision must be
327 approved by The Wildlife Society before becoming effective.

328 8. Certification. The Certification Committee shall be responsible for education,
329 promotion, and dissemination of certification information to wildlife professionals
330 and the public in New York. The committee shall also promote certification

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among employment agencies and private companies.

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Clause B. Special Committees. At the direction of the President, any special committee shall carry on the duties assigned. These committees may contain any number of members and exist for any length of time.

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ARTICLE IX

336 Upon dissolution of the New York Chapter of The Wildlife Society, its Executive Committee
337 shall transfer all assets, accrued income, and other properties to The Council of The Wildlife
338 Society with the understanding that said assets will be held for a maximum of 5 years from the
339 date of dissolution of the Chapter, for redistribution to another chapter that may be established in
340 approximately the same geographical area within said 5-year period. If another chapter is not
341 established within the said area and period of time, The Wildlife Society Council may use or
342 distribute all assets, accrued income, and other properties as best determined by The Council in
343 accordance with The Wildlife Society Bylaws.