

## **Alabama Chapter of The Wildlife Society Bylaws**

Organized: February 17, 1978

Amended and Approved: April 11, 2016

### **ARTICLE I. NAME, AREA, AND AFFILIATION**

Section 1. NAME – The name of this organization shall be the Alabama Chapter of The Wildlife Society.

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

Section 3. CRITERIA FOR AFFILIATION – The Chapter shall conform to Bylaws, code of ethics, objectives, policies and positions as adopted by The Wildlife Society, Inc. (Hereinafter The Wildlife Society, Inc. may be referred to as The Society).

### **ARTICLE II. OBJECTIVES**

Section 1. OBJECTIVES – Consistent with the objectives of The Alabama Chapter objectives are:

- a) To establish and maintain the highest professional standards;
- b) To encourage management of wildlife species along sound biological principles;
- c) To establish and maintain good communications and cooperatives attitudes among the various individuals, groups and agencies within Alabama who have responsibilities and interest; and
- d) To promote an awareness of the values of wildlife species and their habitats, particularly those found within the State of Alabama.

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

- a) Provide opportunities for better liaison between various parties within the State that are concerned with wildlife conservation by having periodic, informal meetings to discuss current problems and issues;
- b) Evaluate and respond to actions by The Society that could affect wildlife and the environment;
- c) Recognize outstanding achievement in wildlife conservation; and
- d) Focus the aims and objectives of The Society and the Southeastern Section upon professional wildlife needs, problems, and events.

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

The Chapter operating and fiscal year shall begin 1 January 1978, and each 1 January thereafter.

### **ARTICLE IV. MEMBERSHIP**

Section 1. VOTING MEMBERS – Voting membership in the Alabama 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 I, Section 2). Only Chapter

Voting Members may hold office in the Chapter, vote on official matters affecting The Society, and officially represent the Chapter on business of The Society by Board or Officer appointment.

Section 2. OTHER MEMBERS – Other membership in the Alabama Chapter shall be available to any person who, although not a member of The Wildlife Society and/or resides and works outside of the Chapter’s organizational area (Article I, Section 2), has an interest in the objectives and activities of the Chapter. To become an Other Member, a person must be nominated in writing (except at the organizational meeting) by a voting member and approved by the membership Committee. Other Members shall be entitled to all rights, privileges and responsibilities of Chapter Voting Members, including voting Chapter elections, except those reserved for Chapter Voting Members (Article IV, Section 1). Upon joining The Wildlife Society, Inc. an Other Member becomes a voting member.

Section 3. CHARTER MEMBERS – Voting and Other Members in good standing on the membership rolls as of December 31, 1978 shall be considered Charter members.

Section 4. HONORARY MEMBERS – Honorary Members of the Alabama 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 of \$20.00 for non-students and \$5.00 for students (subject to change by the Executive Committee and approved by membership vote) shall be payable by each member to the Secretary-Treasurer no later than January 31 each calendar year. Members who have not paid their Wildlife Society dues shall lose their Voting Members status in the Alabama Chapter.

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

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

## **ARTICLE V. ELECTIONS AND OFFICERS**

Section 1. NOMINATING AND ELECTIONS COMMITTEE – Each odd-numbered year, 3-member Nominating and Elections Committee, selected by the Executive Board (Article VII, Section 1) of the Alabama Chapter, shall, from the Chapter voting membership, prepares a slate of 2 Candidates each for Secretary-Treasurer, for 2 additional executive board members and for a Chapter Representatives to the Southeastern Section. Each even-numbered year, the Nominating and Elections Committee shall, from the Chapter voting membership, prepare a slate of 2 candidates for President-Elect.

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

Clause B – Prior approval shall be obtained from said candidates.

Clause C – Nomination slate shall be submitted to the membership at least 30 days prior to mail balloting.

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

Clause E – A member may be elected for no more than 2 consecutive terms in the same elective position.

Section 2. **BALLOTING** – Written ballots shall be received from the members by the Secretary-Treasurer and shall be counted by the Nominating and Elections Committee. For ballot-counting purposes, the President shall appoint a replacement for any member of the Nominating and Elections committee who has been nominated for an office by the membership.

Clause A – Members in arrears of dues 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 Candidate receiving the largest number of votes on the written ballot shall be declared elected. No one may hold two elective positions simultaneously.

Section 3. **OFFICERS** – Officers of the Alabama Chapter shall consist of a President, President-Elect (who shall serve as Vice-President), Immediate past President, and Secretary-Treasurer. Their duties are:

Clause A – **PRESIDENT** – The President shall have general supervision of the Chapter officers. He shall appoint, with the advice of the Executive Board, Chairmen of all regular and special committees, and he shall preside as Chairman at meetings of the Executive Board and shall be ex-officio, a member of all committees except the Nominating and Elections Committee. He may represent the Chapter or appoint alternate representatives to other Chapter, Section, or Society boards, committees or meetings.

Clause B – **PRESIDENT-ELECT** – The President-Elect shall assume the duties of the President in his absence or upon his inability to serve, and shall perform any duties assigned by the President. Such duties might include chairmanship of the program committee. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President pro tempore.

Clause C – IMMEDIATE PAST-PRESIDENT – The Immediate Past-President shall perform duties as assigned by the President.

Clause D – SECRETARY TREASURER – The Secretary-Treasurer shall serve as Chairman of the membership Committee, and be responsible for the files, records, and funds of the Chapter, and he shall submit complete financial reports through the last meeting of his term of office. His duties also shall include the receipt and disbursement of funds, the recording of minutes of all meetings, the maintenance of membership rolls and correspondence, and the issuance of meeting notices.

Clause E – 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, and the duly elected Board members and Chapter Representative to the Southeastern Section.

Clause F – CHAPTER REPRESENTATIVE TO THE SOUTHEASTERN SECTION – The Chapter Representative shall be represent and serve as liaison to the Section for the Chapter. He will provide the editor of the Section Newsletter with news and items of interest from his state and serve as a contact between the Section and the Chapters and members in their respective states. He will assist the Section President by verifying mailing addresses, conducting membership drives, polling individual members, and assisting in the routine Section business.

Section 4. TERMS OF OFFICE – The Officers, Board Members, and Chapter Representative must be voting members of The Wildlife Society and are installed at the Annual Meeting immediately following their election. The President-Elect shall serve one (1) year and then shall be installed as President and shall serve for approximately two (2) years in that office.

The immediate Past-President shall serve a one (1) year term immediately upon conclusion of his term as President. The Secretary-Treasurer, Board Members, and Chapter Representative shall serve for approximately two (2) years, and unless re-elected shall terminate their duties at the conclusion of the Annual Meeting approximately two years hence, or at such time as their successors are elected and installed.

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 un-expired term of the President. All other vacancies in any un-expired term of an elective office shall be filled through appointment by the Executive Board. However, an appointed President-Elect shall serve only until the next scheduled Chapter election where the membership shall elect the next President. 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 MEETINGS – The regular meeting, held in the Spring of each year, shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving

reports of officers and committees, and for any other business that may arise. The Executive Board shall determine the time and place of the Annual Meeting and whether or not it will be held in conjunction with other conservation organizations.

Clause B – MEETING NOTICE – The members must be notified at least one month prior to annual and regular meetings and at least ten days prior to special meetings.

Clause C – QUORUM – The quorum for the annual meeting of the Chapter shall be over fifty percent of the membership or ten members in good standing, whichever is less; and for executive Board Meetings, three members of the Board.

Clause D – MEETING RULES – The rules contained in the latest version of Robert’s Rules of Order shall govern meetings in all cases to which they are applicable, and in which they are consistent with the Bylaws and/or other special rules of the Chapter and the Parent Society.

Clause E – BYLAWS - The Bylaws of this organization 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 given time, provided due notice (see Article VI, Section 1B) and the purpose of the call is given.

Clause A – Only those items listed in the call for the 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 FINANCE**

Section 1. EXECUTIVE BOARD – The Alabama Chapter shall be governed by an Executive Board composed of its officers, the immediate Past-President, and two members of the Chapter duly elected to the Board.

Clause A – CONDUCT – The Executive Board shall conduct its affairs in conformance with the provisions of these bylaws, and those of the Society. The Board is authorized to act for the Chapter between meetings and shall report its interim actions to the members at each succeeding membership meeting. Any action of the Board may be overridden by a two-thirds vote of the voting members attending a 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 Alabama Chapter shall be under the supervision of the Executive Board, and shall be handled by the Secretary-Treasurer. The financial records of the

Alabama 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 dues, special assessments, work projects, and contributions.

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

Section 3. REPORTS – Within 20 days after an election or other official action the Secretary-Treasurer shall report such actions to the Executive Director of The Wildlife Society, the Southeastern Section Representative, and the Southeastern Section President. An annual report and activity time sheets from the Secretary-Treasurer shall be forwarded to these same parties. A statement of calendar-year income and expenses, together with starting and ending balance, 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 Director of The Wildlife Society in January of each year for federal tax reporting by The Society Office.

Section 4. FILES – The Chapter shall maintain a file containing Bylaws of The Wildlife Society, the Southeastern Section, and the Alabama Chapter, Minutes of all regular and special meetings of the membership 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. A Chapter “Operations Manager” provided by The Society will be maintained by the Chapter President and a written record of transfer of this manual to the incoming President will be maintained and The Society will be notified of each such transfer.

Section 5. RESOLUTIONS AND PUBLIC STATEMENTS – Two or more members may submit resolutions or statements to the Resolutions and Public Statements Committee (Article VIII, Section 2F) 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 Southeastern Section Representative, and the Southeastern Section President, if approved. Actions falling within 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 issuance of the statement; and 20 copies of the statement are sent to membership within 15 days after public issuance. Furthermore, the Alabama Chapter may issue statements pertaining to subjects in its locale when:

- a. 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 Alabama Chapter will not issue statements that may conflict with the policy of The Wildlife Society without prior approval of The Society's Council. All statements will follow the "Guidelines for Conservation Affairs Activities" (Appendix 4./42ib of the Operations Manual) and conform to The Society's policy regarding conservation affairs (Appendix 4.42a of the Operations Manual). The Chapter membership, The Wildlife Society, the Southeastern Section Representative, and the Southeastern Section President must receive copies of any Resolution or Public Statement within 15 days of such action.

## **ARTICLE VIII. COMMITTEES**

Section 1. APPOINTMENTS – The President shall consider suggestions of the Executive Board in appointing chairmen of all regular standing committees except the Nominating and Elections Committee (See Article V., Sec 1) and any special committees such as awards and hospitality. Committee Chairmen shall complete their committees with the assistance of the President. All committee Chairmen of standing and special committees shall submit a written summary of committee activities to the President and Secretary-Treasurer to 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 or working within the Chapter's organizational area to become members of The Wildlife Society, the Southeastern Section, and the Alabama Chapter. As provided in Article IV, Section 2, the Committee will receive nominations and make recommendations to the Executive Board regarding approval of the individuals seeking Other Member status in the Chapter. The Secretary-Treasurer of the Alabama Chapter shall serve as committee chairman as provided in Article V, Section 3, Clause C.

CLAUSE C – PROGRAM – This committee shall be appointed either during or immediately following each Chapter meeting for the next Chapter meeting. Memberships of the committee shall be dependent upon the location of the next meeting, including place time, program, refreshments and other pertinent detail, and provide the President with a proposed agenda for the Annual Meeting at least two months prior to meeting date.

CLAUSE D – CONSERVATION REVIEW – This committee shall review environmental assessments and environmental impacts statements affecting Alabama's natural resources and make recommendations for any action that should be taken by the Alabama Chapter to the Executive Board. The Chairman may ask any Chapter member to assist with reviews.

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

**CLAUSE F – RESOLUTIONS AND PUBLIC STATEMENTS** – This committee shall receive proposed resolutions and public statements from two or more members at any time, and shall prepare, submit and recommend on such items to the Executive Board in accordance with Article VIII, Section 5.

**CLAUSE G – AUDIT** – This committee shall consist of a chairman 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 the records and documents prior to any change in the office of the Secretary-Treasurer.

**CLAUSE H – ENDANGERED SPECIES COMMITTEE** – This committee shall review environmental assessments and environmental impact statements with regard to endangered species, and make recommendation to the Executive Board and to the Chapter.

**CLAUSE I – SPECIAL COMMITTEES** – Special committees shall be appointed by the President and function as necessary to complete duties assigned.

**Section 3. ACCOUNTABILITY** – All committees shall be accountable to the Executive Board, under 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 Alabama 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 a request that says assets be held for a period of not more than five years from the date of the date of dissolution of the Chapter, for distribution to another Chapter that may be established in approximately the same geographical area within the said area and period of time, The Society Council may issue or distribute all assets, accrued income, and other properties as determined best by Council in accordance with Society Bylaws.

## **ARTICLE X. AMENDMENTS TO BYLAWS**

**Section 1. PROCEDURE** – These Bylaws may be altered or amended by a majority of the members voting at any Annual or Special Meeting if due advance notice of the proposed changes per Article VI, Section 1B of these bylaws is followed. A member who will be absent from the meeting may proceed as under “Balloting” in Article V, Section 2B.

**Section 2. CONFORMANCE** – No amendment to these Bylaws shall be enacted which results in conflict with The Wildlife Society Bylaws. If revised, the revised form must be approved by The Society before it is voted on by the membership.