

BYLAWS

Northeast Section of The Wildlife Society, Inc.¹

Organized: February 14, 1938

Amended and Approved:

May 4, 2018

ARTICLE I. NAME, JURISDICTION, AFFILIATION, OBJECTIVES

Section 1. Name— The name of the organization shall be the Northeast Section of The Wildlife Society, hereinafter referred to as the Section.

Section 2. Jurisdiction— The Section shall be composed of individuals or organizations whose residence or interest in wildlife resources lies within the following states: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and West Virginia. Individuals whose residence lies outside the aforesaid jurisdiction may join the Section for purposes of representation in and administration of the Section. However, this privilege excludes representation in the Section through chapters in areas outside the jurisdiction of the Section, and excludes representation through the Section to The Wildlife Society, Inc., hereinafter referred to as The Wildlife Society.

Section 3. Criteria of Affiliation with The Wildlife Society— The Section shall conform to the Bylaws, Code of Ethics, Objectives, Policies and Positions of The Wildlife Society.

Section 4. Mission Statement— The mission of the Northeast Section of The Wildlife Society is to foster excellence in wildlife stewardship through science and education among wildlife professionals within the northeastern United States.

Section 5. Objectives— The principal objectives of the Section shall be those set forth in the Bylaws of The Wildlife Society, in addition to which the Section shall:

- (1) provide an opportunity for better liaison among the individual members, their state, local or student chapters, their Section Representative, and The Wildlife Society;
- (2) Encourage communication between members and non-members to facilitate understanding and effectiveness of research and management of wildlife resources;
- (3) Provide opportunities for continuing education for section members;
- (4) Evaluate and respond to proposed or enacted social actions that could affect wildlife or its habitats in the northeast;
- (2) Recognize and commend outstanding professional achievements in the maintenance, restoration, and enhancement of wildlife and their habitats;
- (3) Focus the aims and objectives of The Wildlife Society upon professional needs, problems and events of the Section, state, and local area.

For further information on implementation of these objectives please refer to the Operations Manual.

ARTICLE II. MEMBERSHIP

Section 1. Membership Classes— The membership of the Section shall consist of the following voting and non-voting classes:

CLAUSE A. VOTING CLASSES

1. **Regular Member**— Regular Members shall be only those persons who reside or work within or who otherwise accept the Jurisdiction of the Section, and who are members of both the Section and The Wildlife Society.
2. **Student Member**— Student members shall be only those persons who are enrolled in full-time college level wildlife or directly related curricula within or who otherwise accept the jurisdiction of the Section and who are members of both the Section and The Wildlife Society.
3. **Honorary Member**— Honorary Members shall be persons who, by majority vote of the members of the Section, have been thus recognized for their achievements or distinguished service. Recipients of the Section's John Pearce Memorial Award shall become Honorary Members automatically. Voting Honorary Members must be members of The Wildlife Society who work or reside within the Section.
4. **Charter Member**— Charter Members are those members in good standing on the Section membership rolls as of January 31, 1939. Voting Charter Members must be members of The Wildlife Society who work or reside within the Section.

CLAUSE B. NON-VOTING CLASSES

1. **Subscribing Member**— Subscribing Members shall be all members residing outside the jurisdiction of the Section, except those joining for purposes of representation in and administration of the Section; and/or who lack current membership in The Wildlife Society; and all business, industries, libraries or other organizations interested in wildlife resources and publications of the Section.
2. **Honorary Member**— Honorary Members who are not members of The Wildlife Society or who live outside of the Section shall be non-voting members.
3. **Charter Member**— Charter Members who are not members of The Wildlife Society or who live outside of the Section shall be non-voting members.

Section 2. Membership Status

CLAUSE A. ELIGIBILITY— Membership in an appropriate class shall be open to all persons regardless of race, sex, age, disability, religion, or nationality, and to all organizations interested in the affairs of the Section.

CLAUSE B. DUES— Annual dues for the various classes of membership shall be approved by a majority vote of the voting membership, effectuated by the Executive Committee as needed to meet the financial requirements of the Section and payable in advance by January 1 of each year. Changes in annual dues shall become effective January 1 of the year following their approval. Annual dues may be paid to either the Section Treasurer or to The Wildlife Society's headquarters at the same time as annual dues to The Wildlife Society are paid. Such Section dues will be remitted to the Section by The Wildlife Society.

CLAUSE C. EXEMPTIONS— Honorary Members of the Section shall be exempt from payment of annual dues.

CLAUSE D. PRIVILEGES

Voting— Members of voting classes shall be entitled to vote, to hold office, to be ex-officio or appointed members of the Executive Committee, and to represent the Section officially when so appointed by the President of the Section.

CLAUSE E. REINSTATEMENT— Persons in arrears of dues shall forfeit their rights and privileges in the Section; they shall be reinstated upon payment of dues of the current year in which the application is made. Publications missed because of a member's delinquency may be purchased as available at the same rate charge under which they were originally provided to the members

ARTICLE III. ORGANIZATION Section 1. Executive Committee

CLAUSE A. COMPOSITION— The Section shall be governed by an Executive Committee composed of the President, President-elect, Past-President, Secretary, Treasurer, Section Representative, Conservation Affairs Committee Chairman, Student Affairs Chairman, and the President of each Chapter within the Section or a designee selected by the Chapter or an appointee selected by the Section President unless a Chapter includes more than one state in which case the Chapter President or the Section President shall appoint a representative from each state within such chapters, one per state, unless such representatives are elected or otherwise provided for in Chapter bylaws. The above does not apply to student chapters. Nonvoting members include the Chairs of the Audit, Awards, Operations and Communications Committees.

CLAUSE B. DUTIES— The Executive Committee shall be responsible for the affairs and funds of the Section, and decide policies and procedures between the annual meetings of the Section. The Executive Committee shall be authorized to publish position statements pertaining to issues within the Section's area of jurisdiction: (1) when the content of the statement falls within the established policy of The Wildlife Society, and (2) in the absence of existing Society position statements. No position statement will be issued that may be in conflict with the policy of The Wildlife Society without prior approval of The Wildlife Society Council. It shall fill, for unexpired terms or until the next regular election, vacancies occurring in the Executive Committee; recommend changes in the Bylaws; appoint Editors for publications of the Section, to serve at its discretion; and perform such other duties as prescribed herein. Any action of the Executive Committee may be overruled by a two-thirds majority vote of the full voting membership of the Section.

Section 2. Finances— Funds of the Section shall be under the supervision of the Executive Committee and shall be handled by the Treasurer.

CLAUSE A. FISCAL YEAR—The fiscal year of the Section shall begin the first day of July and shall end at the close of the last day of June.

CLAUSE B. FUNDS— Funds shall be derived from dues, meeting fees, sale of Section sponsored publications or merchandise, special activities, contributions, and other activities approved by the Executive Committee.

CLAUSE C. DEPOSITS— Funds shall be placed in a federally insured bank, savings and loan association, or any other financial instrument or institution approved by the Executive Committee.

Section 3. Resolutions, Position Statements, and Public Statements.—

CLAUSE A. DEFINITIONS.

- (a) **POLICY** - the existing body of principles found in the bylaws, minutes of previous executive board and membership meetings, previous position statements, and resolutions.

Policy is broader than statements and resolutions in that it provides direction rather than specific action.

- (b) POSITION STATEMENT - describes the Section's position on a specific issue. A position statement recommends action and is primarily for internal documentation of the Section's position on a specific issue.
- (c) PUBLIC STATEMENT - a position statement in format suitable for external distribution (i.e. letters, formal comments, etc.). Public statements are intended to stimulate action on a position of the on a specific issue.

CLAUSE B. PROCESS. — Two or more members may submit resolutions or statements to the Conservation Affairs Committee for possible consideration by the Section Executive Board. These shall be accepted or rejected by the board and, if involving new policy, prepared for submission to the membership. Such new items must be approved by two-thirds of the Section membership voting or be made available for member review and comment, and then approved by the Executive council. They must be transmitted to The Wildlife Society, the Section Representative, and the Chapter Presidents, if approved. Actions falling within previously established Section policies may be carried out by any Section officer upon unanimous approval of the executive board.

On issues where there are no previously established Section policies and that demand action on a reasonably short notice, the Section President, or designated representative, may present a public statement on behalf of the Section, provided that:

- (a) The concept of the statement be brought to the executive board's attention and is accepted by them prior to public issuing of the statement; and
- (b) Copies of the statement are sent to the membership within 15 days after public issuing of the statement.

Furthermore, the Section 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.

CLAUSE C. SOCIETY POLICY. — The Section 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 [Policy Guidelines](#). The membership, The Wildlife Society, the section representative, and section president or presidents of the chapters within the section must receive copies of any resolution, position statement, or public statement within 15 days of such action.

ARTICLE IV. OFFICERS

Section 1. General— The officers of the Section shall be a President, President-elect, Past-President, Secretary, and Treasurer.

Section 2. Duties

CLAUSE A. PRESIDENT— The President elect succeeds to the office of the President at each Annual Meeting, generally, for a one-year term. The President shall preside at all meetings of the Section and of the Executive Committee, appoint and charge all committees including appointments to the Executive Committee to represent the memberships in states where no Chapter exists but excluding charges and other appointments to the Executive Committee, be ex-officio member of all committees, have general supervision of the officers of the Section, and perform other duties incident to this office. The Wildlife Society "Operations Manual" provided by The Wildlife Society will be maintained by the President, and written record of transfer of this manual to the incoming President will be maintained, and The Wildlife Society will be notified of each such transfer.

CLAUSE B. PRESIDENT-ELECT— The President-elect shall be elected by Voting Members and shall assume duties of the President in the latter's absence or inability to serve, assist the President in all phases of Section administration, and perform any duties assigned by the President. Should the President-Elect be unable to serve as the President for any reason, the Executive Committee shall appoint a President *pro tempore*. The President-Elect shall also serve on the Operations Committee to gain a greater understanding of Section bylaws and to solicit future candidates for office.

CLAUSE C. PAST- PRESIDENT— The President succeeds to the office of Immediate Past President for a one-year term and shall be assigned specific duties by the President. The Past President shall also serve as the liaison to the Northeast Fish & Wildlife Conference (NEFWC) Planning Committee.

CLAUSE D. SECRETARY— The Secretary shall issue notices of the annual meeting and of all proposed amendments to the Bylaws, record the minutes of the annual meeting and distribute them to the membership within 90 days of such meeting, keep the minutes of meetings of the Executive Committee, maintain the membership rolls, conduct general correspondence and act as custodian of the Section's records. A report covering his or her activities of the previous year shall be made by the Secretary to the Section at its annual meeting. The Secretary shall submit to the Executive Director of The Wildlife Society and to the Section Representative an annual report, financial statement, record of elections, position statements, resolutions, and other official action of the Section within twenty days thereof. The Secretary shall maintain a Section file containing: Bylaws of The Wildlife Society and of the Section; minutes of all annual and special meetings of the membership, and of the Executive Committee; correspondence pertinent to Section affairs, all committee reports, financial statements and records; a current roster and directory of all committee members; and all other material designated as pertinent by the Executive Committee. An up-to-date "procedure for filing" shall be kept in the Section file for the guidance of each succeeding Secretary.

CLAUSE E. TREASURER— The Treasurer shall collect membership dues, and be custodian of all funds of the Section. All expenditures other than for postage and stationery must be approved by the Executive Committee. The Treasurer shall submit the records covering the period of the previous calendar year to audit within 60 days of the annual meeting, and shall submit an annual report of the financial status of the Section at the annual meeting. In January of each year a statement of calendar year incomes and expenses, starting and ending balances, must be submitted to the Executive Director of The Wildlife Society for federal tax reporting. The Treasurer need not be bonded.

CLAUSE F. ARCHIVIST— An Archivist shall be appointed by the President. The Archivist shall prepare and maintain for historical purposes a file of Section resolutions, position statements, correspondence, transactions, and other pertinent records.

CLAUSE I. SPECIAL GROUPS LIAISON— The President shall appoint a Special Groups Liaison to the following Northeast Technical Committees: Black Bear, Deer, Fish and Wildlife Diversity, Furbearer Resources, Upland Game Bird, and Habitat. The liaisons shall report to the Executive Committee and membership on the activities of their technical committee.

ARTICLE V. ELECTIONS AND FILLING OF OFFICES

Section 1. Elections—The Election of officers shall be completed by either electronic or mail ballot prior to the annual meeting. Ballots must be received by the voting members at least 60 days prior to the annual meeting and, when completed, must be returned no later than 30 days prior to the annual meeting. Officers shall be elected by majority vote based on ballots returned.

Section 2. Nominations— A slate of candidates shall be submitted by the Nominating Committee to the Executive Committee at least 90 days prior to the annual meeting consisting of at least two nominees for each elective office to be filled. Nominations from the membership for any elective office must be received by the Chairman of the Nominating Committee at least 120 days prior to the annual meeting. No nomination shall be valid unless the nominee has consented to having his or her name placed on the ballot and a second has accompanied the letter of nomination. All nominees must be voting members of the Section. No one may hold more than one elected position simultaneously.

Section 3. Balloting— Ballots shall be received from the voting members by the Secretary. The President shall appoint two voting members who are not nominees to assist the Secretary in tabulating the ballots and verifying the elections. The nominee receiving the largest vote for each office shall be declared elected. In the event of a tie, a second ballot will be cast within 60 days. In the event a tie prevails through a second ballot, the selection shall be made by a majority vote of the Executive Committee.

Section 4. Tenure of Office— The Secretary and Treasurer shall be elected on alternate years for approximately two-year terms of office. The President-elect shall be elected annually for a term of approximately one year. Following the one year term, the President-elect shall hold the office of President for approximately one year and then succeed into the office of Immediate Past President for approximately one year. Official terms for all offices shall commence with the close of the annual meeting in the year in which they are elected and they shall perform their duties until their successors are installed. No one may hold an elected position for more than two consecutive terms.

Section 5. Vacancies— Vacancy of the office of President shall be filled by the President-Elect for the unexpired term or until the next regular election. Vacancies in all other offices shall be filled from the voting membership by majority vote of the Executive Committee for the unexpired term of the office or until the next regular election.

ARTICLE VI. MEETINGS

Section 1. Annual Meeting— The President shall call an annual meeting of the Section coincident with the Northeast Fish and Wildlife Conference. The time and location for the annual meeting shall be selected on the recommendation of the Program Committee at, or within 60 days following, the preceding annual meeting. Notice of the annual meeting shall be distributed by the Secretary to each member at least 60 days in advance of the meeting. The annual meeting shall include a business meeting. Business sessions may be restricted by the President to members of the Section, but all other sessions shall be open to the public.

Section 2. Executive Committee Meetings— Meetings of the Executive Committee may be called by the President of the Section at such times and places as the President deems necessary. Section members may attend Executive Committee meetings, but may participate only when asked to do so, and then may not vote at such meetings.

Section 3. Special Meetings— The President may call special meetings of the membership with the concurrence of the Executive Committee. Thirty-day notice must be provided to the membership for any special meetings.

Section 4. Quorum— For the annual and special meetings of the membership, at least 25 of the voting members; for Executive Committee meetings, at least two of the elected officers and three of the other members of the Executive Committee.

Section 5. Procedure— The order of business and parliamentary procedure at annual and special meetings shall follow The Standard Code of Parliamentary Procedure. Resolutions, amendments to the bylaws (subject to The Wildlife Society's approval), or petitions passed by a majority of the members voting shall represent a majority opinion but shall not be binding on the Section unless subsequently approved by the Executive Committee. In case of adverse action on such an opinion by the Executive Committee, the matter shall be referred by mail to the entire membership of the Section qualified to vote. The majority vote on this referendum, after allowing 30 days from date of mailing for return of ballots, shall be final.

Section 6. Proxies— In the event a voting member of the Section is unable to attend a meeting, he or she shall be authorized to appoint any qualified voting member of the Section as an alternate, providing he or she has notified the President of the Section in writing.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

CLAUSE A. APPOINTMENT— Standing committees shall be appointed by the President of the Section who shall also designate the chairman for each committee. It shall be the responsibility of each committee chairman to present a written annual report at the annual business meeting of the Section, and to transfer records and past materials to a successor. The term of service for each member of all standing committees, except the Audit Committee, shall be approximately two years. The term of service for each member of the Audit Committee shall be approximately one year. In order to promote continuity and transition from one year to another, two-year appointments should be staggered such that the chairman of each committee is appointed to a term in odd years while other committee members should be appointed in even years. No standing committee shall expend Section monies or incur any financial obligations whatsoever without written authorization by the Executive Committee in the form of a letter from the President of the Section to the Chairman of the Committee. All committees shall be accountable to the Executive Committee, under the general supervision of the Section President.

CLAUSE B. COMPOSITION AND DUTIES

1. **Audit Committee**— the Audit Committee shall be composed of at least two members appointed by the Section President. This committee shall procure and audit the financial records of the treasurer for the previous calendar year, prior to January 30th, and shall report the results of the audit to the membership at the annual meeting.
2. **Awards Committee**— The Awards Committee shall be composed of a Chairman and at least three members appointed by the Section President. It shall be the responsibility of this committee to annually seek and recommend recipients of:
 - i. (1) the John Pearce Memorial Award
 - ii. (2) The P. F. English Memorial Award:
 - iii. (3) Certificate of Merit Award(s); and
 - iv. (4) the Outstanding Student Wildlife Paper(s) Award.

This Committee also shall consider candidates for Honorary Membership in the Section and the Distinguished Service Award through The Wildlife Society. The Committee shall report its recommendation to the Section President at least 60 days in advance of the annual meeting.

3. **Conservation Affairs Committee—**

The Conservation Affairs Committee shall be composed of:

- (a) A Chairman and at least two members appointed by the Section President.
- (b) One representative/liaison from each Chapter within the Section.

The committee shall:

- (a) Review legislative proposals, administrative regulations, environmental assessments and impact statements, and other subjects or issues affecting wildlife or wildlife habitat within the organizational area of the Section and make recommendations to the executive board for any action that should be taken by the Section;
- (b) Prepare white papers on critical wildlife issues, and other subjects or issues affecting wildlife or wildlife habitat within the organizational area of the Section;
- (c) Receive proposed position statements, resolutions, and public statements from two or more members at any time, and shall prepare, submit and recommend action on such items to the Executive Board in accordance with Article 3, Section 2;
- (d) Assist Chapters in dealing with local problems and issues that have the potential to transcend individual Chapters' fields of interest and responsibility; and
- (e) Communicate with The Wildlife Society's Director of Government Affairs to elevate local or regional issues that may have national or international significance or precedent setting.

Activities must follow The Wildlife Society's guidelines for wildlife policy activities (Appendix 4.421 of the "Operations Manual").

4. **Operations Committee—** The Operations committee shall be composed of a Chairman, the President-elect, and at least two members appointed by the Section President. This committee shall maintain the Section Bylaws, endeavor to obtain the maximum number of qualified individuals within the jurisdiction of the Section as members of The Wildlife Society and the Section, and fulfill nominating responsibilities for elected Section offices.

Bylaws.— As needed, the Committee shall conduct a Bylaws review and recommend such changes in the Section Bylaws as shall be needed for practical conformity to those of The Wildlife Society; act upon recommendations of the Executive Committee for revision or amendment of Section Bylaws; and prepare proposed revisions or amendments in proper form for presentation to and action by the Section, and submit these to the Secretary in time for distribution to the voting members in accordance with the limitations specified in Article VIII, Section 2, herein. The Operations Committee shall annually deliver a copy of the current approved Bylaws to the Executive Committee.

Nominations— The Committee shall prepare a slate of candidates consisting of at least two eligible members for each office to be filled, and after determining the willingness of each candidate to serve, shall present this slate to the Section President at least 90 days prior to the Annual Meeting.

If (1) the Operations Committee fails to secure candidates for the positions of Secretary or Treasurer; (2) the incumbent expresses a desire to continue serving the Section for an additional term of office; and (3) the Executive Committee concurs that the individual is fulfilling the responsibilities of that office; then the Executive Committee may reappoint that individual to an additional two-year term of office. Said individual, although a member of the Executive Committee, must abstain from voting on this particular issue. Further, such an appointment can

only be made during the annual Section Business Meeting. No individual may serve more than two consecutive terms in an elected position.

5. **Student Affairs Committee**— The Student Affairs Committee shall be composed of a Chairman appointed by the Section President and one representative from each student chapter within the Section. This committee shall report its activities to the President at least 60 days in advance of the annual meeting. Each individual Student Chapter shall appoint or elect a Chapter representative to the Section Committee, depending upon their bylaws, whose duties will be to advise the Section President and Executive Committee on matters pertinent to student interests, and also to convey back to their Chapters the activities of the Section. The Chairman will also work with the Past-President to advise the NEFWC Planning Committee on student engagement in the annual conference.
6. **Communications Committee**— The Communications committee shall be composed of the Newsletter Editor, the Webmaster, and the Northeast Representative to *The Wildlife Professional* editorial advisory board. Membership may be extended as needed to meet Communications demands of the Section at the discretion of the President. The committee shall report its activities to the President at least 60 days in advance of the annual meeting. Duties and roles for Committee members are as follows.

Newsletter Editor— A Newsletter Editor shall be appointed by the President. The Editor shall prepare a minimum of two newsletters (spring/fall) for members with news and items of interest from the Chapters and Section area, relevant news from The Wildlife Society, notifications of position statements or policy changes, and current officer information. The Newsletter Editor shall serve for a two-year term with option for extending that tenure for an unlimited duration.

Webmaster— A Webmaster shall be appointed by the President. The Webmaster shall maintain the Section website hosted by The Wildlife Society, post annual meeting minutes in a timely manner, post current and past issues of the Section Newsletter, maintain contact information for all officers and committee chairs, and fulfill Section and Chapter requests to post relevant events on the events calendar. The Webmaster shall serve for a two-year term with the option for extending that tenure for an unlimited duration.

Northeast Representative to TWP — The NE Representative to The Wildlife Professional shall be selected by the current chair of TWP's Editorial Advisory Board. The Representative shall fulfill duties as described by the EAB chair and shall report to the Section regularly with updates of interest.

Section 2. Ad Hoc Committees.

CLAUSE A. APPOINTMENTS— Ad Hoc Committees shall be appointed by the President of the Section to serve at his or her discretion for the Section.

CLAUSE B. PROTOCOL— The Chairman of each Ad Hoc Committee and the use of Section funds shall be handled as with Standing Committees. Authority to act for the Section in matters involving policy shall not be delegated to any special committee, or to any group or individual within such committee, except by approval from two-thirds of the members of the full Executive Committee.

ARTICLE VIII. BYLAWS

Section 1. Adoption— The Section shall adopt Bylaws which will become effective upon approval by The Wildlife Society. Furthermore, all bylaws approved by The Wildlife Society shall be binding on the Section without further action on the part of the Section.

Section 2. Amendments or Revisions— These Bylaws may be amended or revised at an annual meeting or by letter ballot by a majority of the voting members, subject to the limitations set forth in Article VI, Section 4 and the following limitations: written notice of all proposed amendments or revisions to be voted on at a meeting shall be sent to all voting members of the Section by the Secretary at least 30 days in advance of the meeting; in the case of letter ballots, 30 days from the date of mailing shall be allowed for return of ballots to the Secretary. No amendment to these Bylaws shall be enacted that results in a conflict with The Wildlife Society Bylaws. If these Bylaws are revised or amended, the new revision must be approved by The Wildlife Society before becoming effective.

Section 3. Availability— Copies of the Bylaws of the Section shall be available to any member at no cost upon request to the Secretary, and copies shall be available for inspection at each annual meeting of the Section.

ARTICLE IX. DISSOLUTION

Upon dissolution of the Section, the Executive Committee shall turn all assets, accrued income and other properties over 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 Section, for distribution to another Section that may be established in approximately the same geographic area within said five year period. If another Section is not established within said area and period of time, The Wildlife Society Council may use or distribute all assets, accrued income and other properties as best determined by the Council in accordance with The Wildlife Society Bylaws.