

BYLAWS  
for  
NEVADA CHAPTER OF THE WILDLIFE SOCIETY  
Organized: December 30, 1965  
Amended and Approved: March 14, 2019

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

- Section 1    NAME – The name of this organization shall be the Nevada Chapter of The Wildlife Society (TWS).
- Section 2    AREA – The Nevada Chapter shall have as its area of organization the State of Nevada and Inyo and Mono Counties of California.
- Section 3    CRITERIA FOR AFFILIATION – The Nevada Chapter shall conform to Bylaws, Code of Ethics, objectives, policies and positions as adopted by The Wildlife Society, Inc.<sup>1</sup> (Hereinafter, The Wildlife Society, Inc., may be referred to as the Society or TWS.)

**ARTICLE II. PRINCIPLES AND OBJECTIVES**

- Section 1    PRINCIPLES – The Nevada Chapter shall be transparent in its operations and functions, and its Executive Board and chapter officers and volunteers "shall endeavor to avoid even the suspicion of dishonesty, fraud, deceit, misrepresentation, or unprofessional demeanor," in accordance with The Wildlife Society Code of Ethics.

The Nevada Chapter will maintain confidentiality (1) where personal information is concerned, (2) when negotiating with prospective donors or employees, and (3) when a donor wishes to remain anonymous. All other Nevada Chapter business information will remain available to any member of the Nevada Chapter on request.

- Section 2    OBJECTIVES – Consistent with the objectives of TWS, the Nevada Chapter objectives are:

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<sup>1</sup> Incorporated in 1948 under the laws of the District of Columbia

1. Work locally to inspire, empower, and enable wildlife professionals to sustain wildlife populations and habitat through science-based management and conservation.
2. Undertake an active role in conserving wildlife populations and habitats.
3. Increase public awareness and appreciation of wildlife and wildlife habitat.
4. Keep Nevada Chapter members informed and aware of plans by land management agencies or other entities to alter, modify, or degrade habitat.
5. Support wildlife species and habitat management plans prepared by individuals, groups or agencies, to the extent that plans are biologically sound and technically feasible.
6. Support non-wildlife policies of land management agencies where these policies will benefit wildlife resources, including habitat.

Section 3     **IMPLEMENTATION** – To aid in the achievement of these objectives, the Nevada Chapter proposes to:

1. Prepare Nevada Chapter position statements or resolutions either for or against specific planned human activities which will enhance or degrade wildlife values. The position statement may be presented in person by Nevada Chapter representatives or in writing to the agencies concerned, news media, and/or Congressional delegations. These actions will implement Nevada Chapter Objectives 1, 2, 5, and 6.
2. Provide speakers as needed to meet public requests for information. This will meet Nevada Chapter Objective 3.
3. Use all methods of communication to keep Nevada Chapter members informed on issues and news. This will implement Nevada Chapter Objective 4.

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

The Nevada Chapter operating and fiscal year shall begin with the winter meeting, although the Chapter's financial reporting must follow TWS calendar year schedule and begin January 1.

### **ARTICLE IV. MEMBERSHIP**

- Section 1 VOTING MEMBER – Voting membership in the Nevada Chapter shall be available to any voting member of TWS who resides or conducts a major proportion of professional activities within the organization area of the Nevada Chapter as defined in Article I, Section 2, and is a paid member of Nevada Chapter. Only Nevada Chapter Voting Members may hold office in Nevada Chapter, vote on official matters affecting Nevada Chapter, and officially represent Nevada Chapter on business of TWS by Executive Board or officer appointment.
- Section 2 OTHER MEMBER – Other membership in the Nevada Chapter shall be available to any person who, although either not a member of TWS and/or resides and works outside of the Nevada Chapter’s organizational area, as defined in Article I, Section 2, has an interest in the objectives and activities of the Nevada Chapter, is approved by the Membership Committee, and has paid their current Nevada Chapter dues. Other Members shall be entitled to all rights, privileges and responsibilities of Nevada Chapter Voting Members, including voting in Nevada Chapter elections, except as detailed in Section 1 of this Article.
- Section 3 DUES – Annual dues to be determined at each annual meeting shall be payable by each member to the Secretary-Treasurer or TWS. Members who have not paid their TWS dues or Nevada Chapter dues shall lose their Voting Member status in the Nevada Chapter. Annual Nevada Chapter dues also may be paid to TWS along with Western Section (WS) and TWS dues to be subsequently remitted to the Nevada Chapter.
- Section 4 RESIGNATION – Members may resign at any time by giving written notice to the Nevada Chapter’s Secretary-Treasurer or will be considered to have resigned if annual Nevada Chapter dues are not paid.
- Section 5 REINSTATEMENT – Persons who are dropped from membership in Nevada Chapter for non-payment of dues or resignation may be reinstated into membership in the Nevada Chapter upon reapplication and payment of appropriate dues.

Section 6 CHARTER MEMBER – Voting and Other Members in good standing on the membership rolls who signed the Nevada Chapter Charter in 1965 shall be considered Charter Members.

Section 7 HONORARY MEMBER – Honorary Members of the Nevada Chapter shall be persons who, by a majority vote of all Nevada Chapter members, have thus been recognized for their achievements. A Nevada Chapter Honorary Member need not pay Nevada Chapter dues. Honorary Members who are voting members of TWS shall have the same rights and privileges as Nevada Chapter Voting Members, as defined in Article IV, Section 1. Honorary Members who are not voting members of TWS shall have the same rights and privileges as Other Members, as defined in Article IV, Section 2. Any person residing in the Nevada Chapter area, recognized as an Honorary Member by TWS, will automatically be recognized as an Honorary Member by the Nevada Chapter.

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

Section 1 NOMINATIONS AND ELECTIONS – The Executive Board (Article VII, Section 1) of the Nevada Chapter shall nominate potential candidates for each of the elective positions, namely: President-Elect, Secretary-Treasurer, and a Nevada Chapter Representative to the WS from the Nevada Chapter voting membership. Any member may nominate or self-nominate potential candidates as well.

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 the annual winter business meeting.

CLAUSE D If a student is nominated for office, that person must be in upper division standing or a graduate student.

Section 2 BALLOTING – Written, voice, or electronic ballots shall be received from the members by the Secretary-Treasurer and shall be counted by the Executive Board.

CLAUSE A Members in arrears shall forfeit their rights to vote during the period of their 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 ballot shall be declared elected. No one may hold more than one elective position simultaneously.

Section 3 OFFICERS – Officers of the Nevada Chapter shall consist of a President, President-Elect (who shall serve as Vice-President), Past-President, and Secretary-Treasurer.

Their duties are:

CLAUSE A PRESIDENT – The President shall have general supervision of the Nevada Chapter officers, shall appoint, with the advice of the Executive Board, Chairmen of all regular and special committees including the Area Coordinators, shall preside as Chairman at meetings of the Executive Board, and shall be an ex-officio member of all committees, except the Nominating and Elections Committee. The President may represent the Nevada Chapter or appoint alternate representatives to other Nevada Chapter, WS or TWS boards, committees, or meetings including the Executive Board of the WS.

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.

CLAUSE C PAST-PRESIDENT – The Past-President is a member of the Executive Board. His/her primary duties are to assist and advise the President in all matters concerning the Nevada Chapter and to conduct other duties as assigned by the President. He/she serves as a key advisor to the President.

CLAUSE D SECRETARY-TREASURER – The Secretary-Treasurer shall be responsible for the files, records, and funds of the Nevada Chapter, and shall submit complete financial reports to the last meeting of the person’s term of office. Duties also shall include the receipt and disbursement of

funds, the recording of the minutes of all meetings, and maintenance of the membership rolls, correspondence, and the issuance of meeting minutes.

Section 4 EXECUTIVE BOARD – The Executive Board shall act as the governing body for the Nevada Chapter and shall be made up of the above named officers, with the Nevada Chapter Representative to the WS, the Conservation Affairs Chair, the Professional Development Chair, and the Newsletter Editor.

CLAUSE A NEVADA CHAPTER REPRESENTATIVE TO THE WS – The Nevada Chapter Representative shall represent the Nevada Chapter in WS affairs. This person shall represent and serve as liaison to the WS for the Nevada Chapter, provide the editor of the WS newsletter with news and items of interest from the Nevada Chapter area, and serve as a contact among the WS, Chapters, and members in the respective areas. The Nevada Chapter Representative will assist the WS President by verifying mailing addresses, conducting membership drives, polling individual members, and assisting in routine WS business.

CLAUSE B NEWSLETTER EDITOR – The Newsletter Editor shall be appointed by the President with concurrence of the Executive Board. This person shall be responsible for the editing, production and distribution of quarterly newsletters as well as any special newsletters publications deemed necessary by the Executive Board. The Newsletter Editor shall be assisted by the entire membership through their timely contribution to news and items of interest.

CLAUSE C CONSERVATION AFFAIRS CHAIR – The Conservation Affairs Chair will chair the Conservation Affairs (Article VII, Section 2, Clause D) and Resolutions, Positions, and Public Statements Committees (Article VIII, Section 2, Clause F).

CLAUSE D PROFESSIONAL DEVELOPMENT CHAIR – The Professional Development Chair will chair the Professional Development Committee (Article VIII, Section 2, Clause J).

CLAUSE E All new officers will swear to uphold the Nevada Chapter bylaws.

Section 5 TERM OF OFFICE – The Officers and the Nevada Chapter Representative must serve for approximately one year, be installed at the Annual Meeting, take office immediately following the Annual Meeting, and unless reelected, terminate their duties at the conclusion of the next Annual Meeting, or at such time as their successors are elected and installed.

Section 6 VACANCIES – If the office of President is vacated for any reason, the President-Elect shall assume the duties of the President for the balance of the unexpired term of the President. All other vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board, although an appointed President-Elect shall serve only until the next scheduled Nevada Chapter meeting where the membership shall elect the next president. All appointees must be Voting Members of the Nevada Chapter and TWS.

#### **ARTICLE VI. MEETINGS**

Section 1 REGULAR MEETINGS – Regular membership meetings shall be held at such time and places as determined and published by the Executive Board.

CLAUSE A ANNUAL MEETING – The regular winter meeting 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.

CLAUSE B NOTIFICATION OF MEETINGS – 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 – Quorum for the Annual Meeting of the Nevada Chapter shall be over 50% 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 – Order of business shall follow parliamentary procedures at Nevada Chapter meetings.

CLAUSE E BYLAWS – Nevada Chapter Bylaws shall be available for inspection during every meeting. If these Bylaws are revised, the new revision must be approved by TWS 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 Nevada Chapter shall be governed by an Executive Board.
- CLAUSE A**    **CONDUCT** – The Executive Board shall conduct its affairs in conformance with the provisions of these Bylaws, and those of TWS. The Board is authorized to act for the Nevada Chapter between meetings and shall report its interim actions to the members at each succeeding membership meeting. Any Board action may be overridden by two-thirds of the Voting Members attending a membership meeting.
- CLAUSE B**    **ATTENDANCE** – Members may attend Board meetings but may participate therein only when permitted or requested and they may not vote at such meetings.
- CLAUSE C**    **MEETINGS** – There shall be a minimum of 4 Executive Board meetings annually, either in person, telephonically, or electronically.
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- Section 2    **FINANCE** – Funds of the Nevada Chapter shall be under the supervision of the Executive Board and shall be handled by the Secretary-Treasurer. The financial records at the Nevada 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 and special activity sales.
- CLAUSE C**    Funds shall be placed in a federally-insured bank or savings and loan association.



- Section 3      REPORTS – Within 20 days after an election or other official actions the Secretary-Treasurer shall report such actions to the Executive Director of TWS, the WS Representative to TWS and the WS 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 balances, must be submitted by the Secretary-Treasurer to TWS Executive Director in January of each year for federal tax reporting by TWS office.
- Section 4      FILES – The Nevada Chapter shall maintain a file containing: Bylaws of TWS, the WS, and the Nevada Chapter; minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Nevada 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 Nevada Chapter file for the guidance of each succeeding Secretary-Treasurer. A Nevada Chapter “Operation Manual” provided by TWS will be maintained by the Nevada Chapter President and a written record of transfer of this manual to the incoming President will be maintained and TWS will be notified of each such transfer.
- Section 5      RESOLUTIONS, POSITIONS AND PUBLIC STATEMENTS – Two or more members may submit resolutions or statements to the Resolutions, Positions and Public Statements Committee (Article VIII, Section 2F) for possible consideration by the Nevada Chapter’s Executive Board and, if involving new policy, prepared for submission to the Nevada Chapter membership. Such new items must be approved by a quorum of the Nevada Chapter membership voting in person, electronically, or telephonically and must be transmitted to TWS, the WS Representative to TWS and the WS President, if approved. Actions falling within previously established Nevada Chapter policies may be carried out by the Nevada Chapter President upon unanimous approval of the Executive Board. On issues where there are no previously established Nevada 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 Nevada Chapter provided that: 1) the concept of the statement is brought to the Executive Board’s attention and is accepted by it prior

to public issuing of the statement; and 2) copies of the statement are sent to the membership or posted on the Nevada Chapter website within 15 days after public issuing of the statement. Furthermore, the Nevada Chapter may issue position statements pertaining to subjects in its locale:

- a) When the content of the statement falls within the policy of TWS; and
- b) In the absence of existing position statements by TWS.

The Nevada Chapter will not issue statements that may be in conflict with the policy of TWS without prior approval of TWS's Council. All statements will follow the "Policy Guidelines" (<http://wildlife.org/network/tws-local/annual-reporting/>) . The Nevada Chapter membership, TWS, WS Representative, and WS President must receive copies of any Resolution of Public Statement within 20 days of such action.

## **ARTICLE VIII. COMMITTEES**

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

Section 2 DUTIES OF STANDING COMMITTEES

CLAUSE A NOMINATING AND ELECTIONS COMMITTEE – See Article V, Section 1.

CLAUSE B MEMBERSHIP COMMITTEE – This committee shall encourage the maximum number of qualified persons residing or working within the Nevada Chapter's organizational area to become members of TWS, the WS and the Nevada Chapter. As provided in Article IV, Section 2, the committee will receive nominations and make recommendations to the Executive Board regarding approval of individuals seeking Other Member status in the Nevada Chapter.

- CLAUSE C PROGRAM COMMITTEE – 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 CONSERVATION AFFAIRS COMMITTEE – This committee shall review legislative proposals, administrative regulations, environmental assessments and impact statements, and other subjects or issues affecting wildlife or wildlife habitat within the organizational area of the Nevada Chapter and make recommendations to the Executive Board for any action that should be taken by the Nevada Chapter. The Chairman may ask any Nevada Chapter member to assist with reviews.
- CLAUSE E EDUCATION AND INFORMATION COMMITTEE – This committee shall seek and employ methods of informing the public of basic wildlife management concepts and of Nevada Chapter and TWS activities and interests.
- CLAUSE F RESOLUTIONS, POSITIONS, AND PUBLIC STATEMENTS COMMITTEE – This committee shall receive proposed resolutions, positions 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 VII, Section 5.
- CLAUSE G AUDIT COMMITTEE – This committee shall consist of a Chairperson and at least two additional members. It shall review the financial records and support documents of the Secretary-Treasurer.
- CLAUSE H HISTORICAL COMMITTEE – This committee shall consist of one or more members with duties to acquire and catalog Nevada Chapter records and report to the Executive Board and members at the Nevada Chapter Annual Meeting. The chairperson shall be known as the Nevada Chapter Historian.
- CLAUSE I AWARDS COMMITTEE – This committee is responsible for soliciting nominees for Nevada Chapter Wildlifer of the Year and Nevada Chapter Conservationist of the Year and preparation of the awards and statements of presentation. The chair reports to the Nevada Chapter President who presents the awards.

CLAUSE J PROFESSIONAL DEVELOPMENT COMMITTEE – This committee is responsible for seeking and organizing opportunities for Nevada Chapter members to develop professionally and obtain continuing education credits applicable to TWS certification.

Section 3 AD HOC COMMITTEES – Such committees shall be appointed as deemed appropriate by the Executive Board.

Section 4 ACCOUNTABILITY – All committees shall be accountable to the Executive Board.

Section 5 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**

Section 1 STANDARDS TO CONTINUE – The Chapter must continue to demonstrate its viability to the Council of The Wildlife Society by meeting the following standards: a) complying with the criteria for affiliation (Article 1, Section 3), b) submitting the required reports to The Wildlife Society (Article VII, Section 3), and c) fulfilling the purposes and intent of these bylaws. The Council of The Wildlife Society may dissolve the Nevada Chapter following a 1 year grace period during which time the Chapter can come back into compliance.

Section 2 DISSOLUTION – The Council of The Wildlife Society may dissolve the Nevada Chapter, following a 1 year grace period during which time the Nevada Chapter can come back into compliance, if (1) it finds the Chapter is not meeting the standards established in Article IX, Section 1 and/or (2) if the Chapter fails to file required IRS reports, as set out in Article VI, Section 3, for 3 consecutive years. Upon dissolution of the Nevada Chapter of TWS, its Executive Board shall transfer all assets, accrued income, and other properties to The Council of The Wildlife Society with the understanding that said assets will be held for a maximum of five years from the date of dissolution of the Nevada 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, TWS Council may use or distribute all assets, accrued income, and other properties as best determined by the Council in accordance with TWS Bylaws.

#### **ARTICLE X. AMENDMENT 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 notice of the proposed changes (Article VI, Section 1B) is followed. A member who will be absent from the meeting may file an absentee ballot (Article V, Section 2E).
- Section 2      CONFORMANCE – No amendment(s) to these Bylaws shall be enacted that result(s) in a conflict with TWS Bylaws. If these Bylaws are revised, the new revision must be approved by TWS before becoming effective.