

# BYLAWS OF THE ILLINOIS CHAPTER OF THE WILDLIFE SOCIETY

Organized: March 11, 1964  
Amended and Approved: April 18, 2022

## ARTICLE I. NAME, AREA, AND AFFILIATION

Section 1. NAME - The name of this organization shall be the Illinois Chapter of The Wildlife Society (Hereinafter referred to as the Chapter).

Section 2. AREA - This Chapter shall have as its area of organization the state of Illinois.

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.<sup>1</sup> (Hereinafter, The Wildlife Society, Inc., may be referred to as The Society).

## ARTICLE II. PURPOSES AND PRINCIPLES

Section 1. PURPOSES - Consistent with the purposes of The Wildlife Society, the Chapters purposes are:

- A. Establish professional solidarity and seek the highest standards in all activities of the wildlife profession;
- B. Develop and promote sound stewardship of wildlife resources across Illinois and the environments upon which wildlife and humans depend based on the best available science;
- C. Gather and disseminate scientific, technical, and other information about wildlife, wildlife management, and wildlife management stakeholders to Chapter members, public policy makers, and the general public, through peer-reviewed publications, meetings, and other forms of communications; and
- D. Protect the interest of its members.

Section 2. PRINCIPLES - Consistent with the principles of The Wildlife Society, the Chapter works to:

- A. Increase awareness and appreciation of wildlife values across Illinois;
- B. Represent and serve the professional community of scientists, managers, educators, technicians, planners, and others who study, manage, and conserve wildlife and habitat in Illinois through science-based decision making;
- C. Encourage the teaching of wildlife science and management in colleges and universities in Illinois and the continuing education and development of wildlife professionals; and
- D. Promote and enhance human diversity within the wildlife profession and the Chapter.

Section 3. IMPLEMENTATION - To aid in the achievement of these purposes and principles, this Chapter proposes to:

- A. Provide opportunities for better liaison among individual members, their Section, and

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

The Society.

- B. Evaluate and respond to the principles involved in proposed or enacted societal actions that could affect wildlife or its habitats.
- C. Recognize and commend outstanding professional achievements in maintenance, restoration, and enhancement of habitats for wildlife.
- D. Focus the aims and objectives of The Society and the North Central Section upon professional wildlife needs, problems, and events in local situations.
- E. Encourage communication between members and nonmembers to facilitate understanding and effectiveness of research and management of wildlife resources across Illinois.

### ARTICLE III. CHAPTER YEAR

The Chapter operating and fiscal year shall begin January 1.

### ARTICLE IV. MEMBERSHIP

#### Section 1. MEMBERSHIP CLASSES

- A. VOTING MEMBER - Voting membership in the 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 elective 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.
- B. AFFILIATE MEMBERS - Affiliate membership in the Chapter shall be available to any person who, although either 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. Affiliate Members shall be entitled to all rights, privileges and responsibilities of Chapter Voting Members, including voting in Chapter elections, except those reserved for Chapter Voting Members (Article IV, Section 1A).
- C. CHARTER MEMBER - Voting and Affiliate Members in good standing on the membership rolls as of December 31, 1964 shall be considered Charter Members.
- D. HONORARY MEMBER - Honorary Members of the 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 1A). Honorary Members who are not voting members of The Wildlife Society shall have the same rights and privileges as Affiliate Members (Article IV, Section 1B).

Section 2. DUES - Annual dues shall be payable by each member to the Secretary-Treasurer annually, but no later than the annual meeting to establish voting privileges at that time. Members who have not paid their annual Illinois Chapter dues shall lose their voting

privileges in the Chapter and shall be removed from regular Chapter correspondence (i.e., Chapter newsletters, Chapter Listservs, etc.). Members who have not paid their Wildlife Society dues shall lose their Voting Member status in the Chapter. Proposals to change the fee of annual dues shall be agreed upon by the majority of the Executive Board and voted on by Chapter Members at the annual meeting.

Section 3. RESIGNATION - Members may resign at any time by giving notice to the Chapter's Secretary-Treasurer, or will be considered to have resigned if annual Chapter dues are not paid.

Section 4. REINSTATEMENT - Persons who are dropped from the rolls of the Chapter for non-payment of dues or resignation may be reinstated into membership in the Chapter upon payment of appropriate dues.

## ARTICLE V. EXECUTIVE BOARD

Section 1. EXECUTIVE BOARD MEMBERSHIP - The Executive Board shall act as the governing body for the Chapter and shall be made up of the named officers, the Past President, and two duly elected Board members (Council Members). Officers of the Chapter shall consist of a President, President-Elect (who shall serve as Vice-President), and Secretary-Treasurer. Their duties are:

- A. PRESIDENT - The President shall have general supervision of the Chapter officers, shall appoint, with the advice of the Executive Board, Chairs of all regular committees, shall preside as Chair 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 Chapter or appoint alternate representatives to other Chapter, Section or Society boards, committees, or meetings, including the Executive Board of the North Central Section. The Chapter Representative shall represent and serve as liaison to the Section for the Chapter, provide the editor of the Section newsletter with news and items of interest from the Chapter area, and serve as a contact among the Section, Chapters, and members in their respective areas. The Representative will assist the Section President by verifying contact information, conducting membership drives, polling individual members, and assisting in routine Section business.
- 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, and serve as Editor of the Chapter Newsletter. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President, pro tempore.
- C. SECRETARY-TREASURER - The Secretary-Treasurer shall be responsible for the files, records, and funds of the Chapter, and shall submit complete financial reports to the last meeting of the person's term in office. Duties also shall include the receipt and disbursement of funds, the recording of the minutes of all meetings, the maintenance of the membership rolls, correspondence, and the issuance of meeting minutes.

- D. PAST-PRESIDENT - The immediate Past-President is an active and voting member of the Executive Board of the Illinois Chapter of The Wildlife Society. Their primary duties are to assist and advise the President in all matters concerning the Chapter and to conduct other duties as assigned by the President. The Past-President serves as a key adviser to the President.
- E. COUNCIL MEMBER-AT-LARGE - The primary function of the Council Member-at-Large is to ensure that statewide views and opinions are brought to the Executive Board. Each Council Member-at-Large is a voting member of the Executive Board, and is expected to attend Executive Board meetings and the Annual Business Meeting.

## ARTICLE VI. ELECTIONS

Section 1. NOMINATING AND ELECTIONS COMMITTEE -The 3-member Nominating and Elections Committee, selected by the Executive Board (Article V, Section 1) of the Chapter, shall prepare a slate of 2 candidates for each of the elective positions, namely: President-Elect, Secretary-Treasurer, and 2 additional Executive Board members (Council Members) from the Chapter Voting Membership.

CLAUSE A - All nominees must be Voting Members (Article IV, Section 1A).

CLAUSE B - Prior approval shall be obtained from said candidates.

CLAUSE C - Nomination slate shall be submitted to the membership at least 15 days prior to the annual business meeting.

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 - Balloting shall occur by written ballots or ballots in electronic form (either email or Internet balloting). Electronic ballots shall be received and counted by TWS, or paper ballots shall be received from the members by the Secretary-Treasurer and shall be counted by the Nominating and Election 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.

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

CLAUSE B - Mail-in and electronic voting systems will ensure that only one vote may be registered per Chapter Member.

CLAUSE C - All Chapter Members with valid email addresses will be notified electronically at the beginning of the specified voting period, and will be provided a summary about the candidates that are on the ballot.

CLAUSE D - The candidate receiving the greatest number of votes on the ballot shall be declared elected. No one may hold more than 1 elective position simultaneously.

CLAUSE E - In the event of a tie vote, the President shall toss a coin to determine the winner of the election.

Section 3. TERM OF OFFICE - The officers and Board members must be voting members of The Wildlife Society, serve for approximately two years, and be installed at the Annual Meeting. The President-Elect serves as Vice-President during the first year of his or her term and President during the second year of his or her term. The Secretary-Treasurer serves two years and is elected in years ending with an odd number. Council members shall be elected to two year staggered terms.

Section 4. 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 Chapter election where the membership shall elect the next President. All appointees must be Voting Members of the Chapter and The Wildlife Society.

## ARTICLE VII. MEETINGS

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

CLAUSE A - ANNUAL MEETING - The regular meeting shall be known as the Annual Meeting, and shall be for the purposes of electing or installing officers, receiving reports of officers and committees, and for any other business that may arise.

CLAUSE B - MEETING NOTICE - Members must be notified at least 1 month prior to annual and regular meetings and at least 10 days prior to special meetings.

CLAUSE C - QUORUM - Quorum for the Annual Meeting of the Chapter shall be over 50 percent of the membership or 10 members in good standing, whichever is less; and for Executive Board meetings, 3 members of the Board.

CLAUSE D - MEETING RULES - Order of business and parliamentary procedures at Chapter meetings shall follow the latest revision of Robert's Rules of Order.

CLAUSE E - BYLAWS - Chapter Bylaws shall be available for inspection on the Chapter website. If these Bylaws are revised, the new revision must be approved by The Wildlife Society before becoming effective (Article XI, Section 1).

Section 2. SPECIAL MEETINGS - Special meetings may be called by the Executive Board at any time, provided due notice (Article VII, 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 VIII. MANAGEMENT AND FINANCES

Section 1. Executive Board - The Chapter shall be governed by an Executive Board composed of its officers, the immediate Past President, and 2 Chapter members (Council Members) 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 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 asked to do so, and they may not vote at such meetings.

Section 2. FINANCE - Funds of the Chapter shall be under the supervision of the Executive Board and shall be handled by the Secretary-Treasurer. The Financial records of the Chapter shall be periodically examined by the Audit Committee (Article IX, Section 2B).

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 bank or savings and loan association.

Section 3. REPORTS - Within 20 days after an election or other official action the Secretary-Treasurer shall report such action to The Wildlife Society, the North Central Section Representative, and the North Central Section President. The Secretary-Treasurer shall be responsible for submitting all required documents to The Wildlife Society each year. A list of current required documents and their due dates shall be included in the Chapters Operations Manual. To meet IRS reporting requirements the Secretary-Treasurer will send to TWS (1) A statement of calendar-year income and expenses, together with starting and ending balances to The Wildlife Society in January of each year for federal tax reporting by the Society office and (2) If the Chapter obtains its Employer ID Number through The Wildlife Society, the Chapter shall also submit required IRS forms to the IRS and the IRS confirmation receipt to The Wildlife Society; the Chapter may contact The Wildlife Society to determine the appropriate form to submit for IRS reporting purposes.

Section 4. FILES - The Chapter shall maintain a file containing digital and/or hard copies of: Bylaws of The Wildlife Society, the North Central Section, and the Illinois Chapter; the Chapters Operations Manual; minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Chapter affairs; all committee reports; financial statements, records and reports; and all other material designated as pertinent by the Executive Board. These files shall be transferred from the current Chapter President to the incoming Chapter President at the Annual Meeting. The Chapter President shall provide copies of the Chapter Bylaws and the Chapter Operations Manual upon their election to the Executive Board.

Section 5. RESOLUTIONS AND PUBLIC STATEMENTS -Two or more members may submit resolutions or statements to 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 North Central Section Representative, and the North Central Section President, if approved. Actions falling within previously established Chapter policies may be carried out by any Chapter officer upon unanimous approval of the Executive Board. On issues where there are no 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 issuing of the statement; and 2) copies of the statement are sent to the membership within 15 days after public issuing of the statement. Furthermore, the Chapter 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. The Chapter 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" (<http://wildlife.org/network/tws-local/annual-reporting/>). The Chapter membership, The Wildlife Society, the North Central Section Representative, and the North Central Section President must receive copies of any Resolution or Public Statement within 15 days of such action.

## ARTICLE IX. COMMITTEES

Section 1. APPOINTMENTS - The Chapter President shall consider suggestions of the Executive Board in appointing the chair of all regular standing committees, except the Nominating and Elections Committee (Article VI, Section 1). Committee chairs shall complete their committees 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 Chapter business meeting.

### Section 2. STANDING COMMITTEES

CLAUSE A - NOMINATING AND ELECTIONS - See Article VI, Section 1.

CLAUSE B - AUDIT - This committee shall review Chapter records and documents prior to any change in the office of the Secretary-Treasurer.

Section 3. AD HOC COMMITTEES - The Executive Board shall have the power to establish any committee to aid in completion of Chapter business. Whether or not members of ad hoc committees should be Voting Members must be determined by the Executive Board on a case-by-case basis.

Section 4. ACCOUNTABILITY - All committees shall be accountable to the Executive Board, under the general supervision of the President.

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 X. 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 I, Section 3), b) submitting the required reports to The Wildlife Society (Article VIII, Section 3), and c) fulfilling the purposes and intent of these bylaws. The Council of The Wildlife Society may dissolve the Illinois 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 Illinois Chapter, following a 1 year grace period during which time the Illinois Chapter can come back into compliance, if (1) it finds the Chapter is not meeting the standards established in Article X, Section 1 and/or (2) if the Chapter fails to file required IRS reports, as set out in Article VIII, Section 3, for 3 consecutive years. Upon dissolution of the Illinois 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 the understanding that said assets will be held for a maximum of 5 years from the date of dissolution of the Chapter, for redistribution to another chapter that may be established in approximately the same geographical area within said 5-year period. If another chapter is not established within said area and period of time, The Society Council may use or distribute all assets, accrued income, and other properties as best determined by The Council in accordance with Society Bylaws.

#### ARTICLE XI. AMENDMENT TO BYLAWS

Section 1. PROCEDURE - These Bylaws may be altered or amended by a majority of the Chapter members voting at any annual or special meeting if due notice of the proposed changes (Article VII, Section IB) is followed. A member who will be absent from the meeting may file an absentee ballot prior to the scheduled time for counting ballots.

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