



NATIONAL HEADQUARTERS
SUITE S176
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WASHINGTON, D.C. 20016

IDAHO CHAPTER

THE WILDLIFE SOCIETY

January 7, 1972



RESOURCES
Date: 1-10
Chief
Range
S & W
Soils
Recreation
Wild
Lands
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Action:

Mr. Hugh A. Harper
U. S. Bureau of Land Management
550 West Fort
Room 334
Boise, ID 83702

Dear Hugh:

We have recently received from National Headquarters a copy of Model Bylaws for Chapters of The Wildlife Society. Since you are in charge of rewriting the Bylaws for the Idaho Chapter I will pass the format on to you and not give it another thought except to jab you about it now and then.

I suppose it will be some time before we are able to get our Bylaws finally rewritten since I expect we will want to wait for the Section's approved revision which will no doubt have to be rewritten according to the Model Bylaws. After the next Section meeting we should have a better idea of how long it's going to take us to complete the job.

Hoping to see you in Corvallis next month.

Sincerely,

Richard R. Knight, President
Idaho Chapter of The Wildlife Society

RRK/nt
enc.

MODEL BYLAWS^{1/}

for

CHAPTERS OF THE WILDLIFE SOCIETY, INC.^{2/}

(APPROVED BY THE COUNCIL OF THE WILDLIFE SOCIETY ON DECEMBER 12, 1971)

Article I - Name, Area, and Affiliation

Section 1 - Name - The name of this organization shall be the _____
Chapter of The Wildlife Society.

Section 2 - Area - This Chapter shall have as its area of organization the (states and provinces) OR (state, province) OR (portion, county, counties) of (state, province) OR (environs of a city or metropolitan area).^{3/}

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 parent Society.)

Article II - Objectives

Section 1 - Objectives - Consistent with the objectives of the parent Society, the Chapter objectives are: (list)

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

(At this point specific activities and programs may be listed.)

The following are suggested:

a) Provide opportunities for better liaison between the individual member, his

^{1/} This is a draft for Chapters, but Sections can use it just as well by substituting "Section" for "Chapter" throughout.

^{2/} Incorporated in 1948 under the laws of the District of Columbia.

^{3/} Alternative suggestions are in parentheses () throughout this draft.

administrative and operating sections, and the parent Society.

- b) Evaluate the principles involved in proposed or enacted societal actions that could affect wildlife.
- c) Recognize and commend outstanding achievement in the wildlife environment.
- d) Focus the aims and objectives of the parent Society and operating section upon professional wildlife needs, problems, and events on the local scene.
- e) Encourage communication between members and non-members to create climates under which the resource management arts will be used effectively.

Article III - Chapter Year

The Chapter operating and fiscal year shall begin (date).

Article IV - Membership

Section 1 - Voting Membership - Voting membership in the _____ Chapter shall be available to any member of The Wildlife Society who resides within the boundaries of the chapter as defined in Article I, Section 2. Only voting members may hold elective offices in the Chapter; vote on matters affecting Chapter policy; vote on matters affecting the parent Society; and represent the Chapter or Section on parent Society business.

Section 2 - Affiliate Membership - Affiliate membership in the _____ Chapter shall be available to any person who, although not a member of The Wildlife Society, has an interest in the objectives and activities of the chapter and is approved by the Membership Committee. An affiliate member shall be entitled to all rights, privileges and responsibilities of voting members except as otherwise provided in this section.

Section 3 - Dues - Annual dues of \$ _____ (OR) (to be determined at each annual meeting) shall be payable by each member to the Secretary-Treasurer (Treasurer) no later than (date). Members who have not paid parent Society dues within the grace period stipulated by parent Society Bylaws shall lose their voting membership status in the _____ Chapter.

Section 4 - Resignation - Members may resign at any time by giving notice to the Chapter's Secretary-Treasurer (Secretary).

Section 5 - Reinstatement - Persons who are dropped from the rolls of the Chapter for non-payment of dues may be reinstated into membership in this Chapter upon reapplication and payment of appropriate dues.

Section 6 - Charter Member - Voting and affiliate members in good standing on the membership rolls as of (date) shall be considered Charter Members.

December 31, 1964

Section 7 - Honorary Member - Honorary members of the _____ Chapter shall be persons who, by a majority vote of all members of the chapter, have been thus recognized for their achievements. An honorary member need not pay chapter dues.

Article V - Elections and Officers

Section 1 - Nominating and Elections Committee - The three-member Nominating and Elections Committee selected by the Executive Board (See Art. 7, Sec. 1) of the _____ Chapter shall prepare a slate of two candidates for each of the elective positions, namely: President-Elect, Secretary-Treasurer (Secretary and Treasurer), and one (two) additional Executive Board member(s) from the membership of the Chapter.

Clause A - Prior approval shall be obtained from said candidates.

Clause B - Said nominations slate shall be submitted to the membership at least thirty days prior to _____ (mail balloting) (the annual business meeting).

Clause C - Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of six (or more) members.

Clause D - A member may be elected for no more than two consecutive years in the same elective position.

Section 2 - Balloting - Written ballots shall be received from the members by the Secretary-Treasurer (Secretary) 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 shall forfeit their rights to vote during the period of their delinquency.

Clause B - An absentee ballot (proxy) may be submitted to the Secretary-Treasurer (Secretary) by a member prior to the scheduled time for counting ballots.

Clause C - The candidate receiving the largest number of votes (a plurality) on the written ballot shall be declared elected. No one may hold two elective positions simultaneously.

Section 3 - Officers - Officers of the _____ Chapter shall consist of a President, President-Elect (who shall serve as Vice-President), and Secretary-Treasurer (Secretary and 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 parent Society boards, committees or meetings.

Clause B - Vice-President (President-Elect) - The Vice-President 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 membership or program committee.) In the event the Vice-President cannot serve in the President's absence, the Executive Board shall appoint a President, pro tempore.

Clause C - Secretary-Treasurer (Secretary and Treasurer--in which case the assignment of the duties must be divided and specified) - The Secretary-Treasurer (Treasurer)(Secretary) shall be responsible for the files, records, and funds, of the chapter, and he shall submit complete financial reports to the last meeting of his term of office. His 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 notices.

Clause D - Executive Board - The above named officers, with the Past-President, the duly elected Board member(s), and possibly others as described in Article VII, Section 1 shall make up the Executive Board which shall act as the governing body for the chapter.

Section 4 - Term of Office - The officers and elected board members must be members of the parent Society, serve for approximately one (two) year(s), 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 5 - Vacancies - If the office of the President is vacated for any reason, the Vice-President 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.

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, or (as specific as desired or tied in with a group meeting or event).

Clause A - Annual Meetings - The regular meeting in (month) (OR) (tied in with a specific group 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 - Meeting Notice - The members must be notified at least one month (other) prior to annual meetings and special meetings and at least seven (10 or more) days prior to regular 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 revision of Roberts 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.

Section 2 - Special Meetings - Special Meetings may be called by the Executive Board at any time, provided due notice (see Art. VI, Sec. 1B) and the purpose of the call is given.

Clause A - Only those 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 Finance

Section 1 - Executive Board - The _____ Chapter shall be governed by an Executive Board composed of its officers, the immediate Past-President, and one (two) member(s) 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 parent 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 _____ Chapter shall be under the supervision of the Executive Board, and shall be handled by the Secretary-Treasurer (Treasurer).

Clause A - The Secretary-Treasurer (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 ten (twenty) days after an election or other official action(s) the Secretary-Treasurer (Secretary) shall report such action(s) to the Executive Director of The Wildlife Society, and to the Section Representative. Annual financial statements and activity reports from the Secretary-Treasurer (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 to the Executive Director in January of each year for federal tax reporting.

Section 4 - Files - The Chapter shall maintain a file containing: Bylaws of The Wildlife Society and of the Chapter, 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 and records, and all other material designated as pertinent by the Executive Board. A "procedure for filing" shall be drafted and kept in the Chapter file for the guidance of each succeeding Secretary-Treasurer (Secretary). A chapter "Operations Manual" provided by the parent Society will be maintained by the President of the Chapter and a written record of transfer of this manual to the incoming President will be maintained and the parent Society will be notified of each such transfer.

Section 5 - Resolutions and Public Statements - Any two (or more) members may submit actions (resolutions or statements) for consideration by the Chapter's Executive Board. These shall be accepted or rejected by the Board, (or by a committee

established for that purpose) 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 Council. Actions falling within previously established Chapter policies may be carried out by the President or Secretary-Treasurer (Secretary) upon unanimous approval of the Executive Board. Furthermore, the _____ Chapter may publish statements pertaining to issues in its locale:

- a) in the absence of existing parent Society position statements; and
- b) where the content of the statement falls within the established policy of the parent Society.

It will not publish statements which may be in conflict with the policy of the parent Society without prior approval of the Society's Council.

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 Art. V, Sec. 1)] and special committees such as audit, awards, and hospitality. Committee chairmen shall complete their committees with assistance of the President.

Section 2 - Duties of Standing Committees:

Clause A - Nominating and Elections - (See Art. V, Sec. 1).

Clause B - Membership - This committee shall encourage the maximum number of qualified persons residing in the area to become members of the parent Society and of the chapter.

Clause C - Programs - 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). (This last proviso may be shifted to the Secretary.)

Clause D - Education and Information - (Publicity) - 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 E - Resolutions and Public Statements - This committee shall receive proposed resolutions or public statements from 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.

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 _____ Chapter of The Wildlife Society, its Executive Board shall transfer all assets, accrued income, and other properties to the Council of the parent Society with a request that said assets be held for a period of not more than five years from the date of dissolution of the chapter, for distribution 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, the parent Society Council may use or distribute all assets, accrued income, and other properties as determined best by the Council in accordance with Society 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 advance notice of the proposed changes per Art. VI, Sec. 1, B of these Bylaws is followed. A member who will be absent from the meeting may proceed as under "Balloting" in Art. V, Sec. 2, B.

Section 2 - Conformance - No amendment to these Bylaws shall be enacted which results in conflict with the parent Society Bylaws.