

BYLAWS NORTHWEST SECTION OF THE WILDLIFE SOCIETY

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BYLAWS NORTHWEST SECTION OF THE WILDLIFE SOCIETY

Article I - Name, Area, and Affiliation

- Section 1 - Name - The name of this organization shall be the Northwest Section of The Wildlife Society; otherwise identified as Administrative Section 6 of the parent Society.
- Section 2 - Area - This Section shall have as its area of organization the states and provinces of Alaska, Alberta, British Columbia, Idaho, Montana, Oregon, Washington, Northwest and Yukon Territories.
- Section 3 - Criteria for Affiliation - The Northwest Section shall conform to the Bylaws, Code of Ethics, policies, principles, and objectives of the parent organization, The Wildlife Society, Inc.

Article II - Objectives

- Section 1 - Objectives - Consistent with the objectives of the parent Society, the principal objectives and purposes of the Northwest Section of the Wildlife Society are: a) to provide a vehicle for close liaison between the individual member, his Section representative, and the parent Society, b) to recognize and commend outstanding work in the profession, and c) to focus the objectives of the Society upon wild-life needs, problems and events in the Northwest Area.

Article III - Northwest Section Year

- Section 1 - The operating and fiscal year for the Northwest Section shall begin May 1.

Article IV - Membership

- Section 1 - Voting Membership - Voting membership in the Northwest Section shall be available to any member of The Wildlife Society who resides within the boundaries of the Section as defined in Article I, Section 2. Only voting members may hold elective office in the Section; vote on matters affecting Section policy; vote on matters affecting the parent Society; and represent the Section on parent Society business.
- Section 2 - Affiliate Membership - Affiliate membership in the Northwest Section 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 Section, 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 Section 1 of this Article.
- Section 3 - Dues - Annual Section dues, as established by the Administrative Board, shall become due January 1 of each year and are payable to the Section Secretary-Treasurer no later than the last day of the annual meeting.

- Section 4 - Reinstatement - Members in arrears of dues shall forfeit their rights and privileges and shall not be entitled to receive publications of the Section. Members shall be dropped from the membership list upon becoming one year in arrears of dues but shall be reinstated to membership upon payment of dues for the current year.
- Section 5 - Honorary Member - Honorary Members shall be persons who, after nomination by the Awards Committee and by a majority referendum vote of the members of the Section, have been thus recognized for their achievements. An Honorary Member pays no Section dues.
- Section 6 - Bylaws - Any member of the Section can obtain a copy of the Bylaws by written request addressed to the Secretary-Treasurer of the Section.

Article V - Elections and Officers

- Section 1 - Nominations and Procedures - The President of the Section shall appoint a Nominating Committee of at least three members which shall recommend a slate of candidates for the elective offices of: President-Elect, Vice-President, and Secretary-Treasurer.
- Clause A - Prior to nomination, approval to run for office shall be obtained from each candidate.
- Clause B - The nomination slate shall be submitted to the membership of the Section at least 30 days prior to the annual business meeting.
- Clause C - Additional candidates may be placed in nomination upon the signature support of 20 Section members in good standing and provided prior approval of the nominee has been obtained. Such additional nominations may be presented to the presiding officer at the annual business meeting.
- Clause D - Nominees for offices in the Section must be members of the parent Society in good standing. They are not eligible for the same elective officer for two consecutive years.
- Section 2 - Election - The President-Elect, Vice-President and Secretary-Treasurer shall be elected by mail ballot. The President shall appoint a Ballot Certification Committee of three voting members, one of whom will be designated as Chairman, who will tally and verify election results.
- Clause A - The President and his Nominating Committee shall, before June 15 of each year, mail to all voting members in good standing, an election ballot bearing the Nominating Committee's nominations and those made by the membership during the preceding annual business meeting (V, 1, C). Thirty days from date of mailing will be allowed for the election ballots to be returned to the President or his designated chairman of the Ballot Certification Committee.

Clause B - Prior to the counting of election ballots, the chairman of the Ballot Certification Committee shall place his ballot in a sealed envelope, which is to be opened and tallied in the event of any tie.

Clause C - The nominee receiving the largest vote for each office shall be declared elected. No person may hold two elective positions simultaneously.

Clause D - Ballots will be mailed to, and voting shall be restricted to, members who have paid their NW Section dues for the current year.

Clause E - Vacancies - If the office of the President is vacated for any reason, the Vice-President shall fill the office for the balance of the unexpired term of the President. In the event of the absence or the inability of the President and Vice-President to serve, the President-Elect shall fill the unexpired term of the President. All other vacancies in any unexpired term of an elective office shall be filled by the nominee receiving the second highest vote for that office at the last general election provided the nominee is willing and available to serve. Failing this, the position shall be filled through appointment by the Administrative Board but the appointee may not be a candidate for that office at the next general meeting.

Section 3 - Officers - Officers of the Northwest Section shall consist of a President, President-Elect, Vice-President, and Secretary-Treasurer. Their duties shall be:

Clause A - President - The President shall have general supervision of the Section officers. He shall appoint, with the assistance of the Administrative Board as needed, chairmen of all regular and special committees, and he shall preside at meetings of the Administrative Board and Section and shall be an ex-officio member of all committees except the Nominating Committee. He shall represent the Section or appoint alternate representatives to other Society meetings.

Clause B - President-Elect - The President-Elect shall be assigned by the President to specific executive and functional duties designed to assist him in preparing for the presidency. In the event of the absence or inability of the President or Vice-President to serve, the duties of the President shall be assumed by the President-Elect and he shall in any event automatically assume the presidency on May 1 following the next annual election of officers.

Clause C - Vice-President - 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.

Clause D - Secretary-Treasurer - The Secretary-Treasurer shall be responsible for the Section's files, records, and funds, and he shall submit a complete financial report to the Auditing Committee (VIII,2,F) by the end of the operating fiscal year (April 30) and to the Executive Director of The Wildlife Society upon request. His duties shall include the receipt and disbursement of funds, the recording of the minutes of all meetings, the handling of correspondence, the maintenance of the membership rolls and Section files, and the issuance of meeting notices.

Section 4 - Term of Office - The officer's terms shall coincide with the Section operating and fiscal year, which commences May 1. The current officers are charged with closing out outstanding business and providing an orderly transition of Section affairs to the incoming officers by the end of their terms of office (April 30).

Section 5 - Removal Procedures - The recall of any officer of the Section may be accomplished by majority referendum vote of the membership. Recall action will be initiated upon the written petition of 20 members or by majority vote of the Administrative Board.

Article VI - Meetings

Section 1 - Regular Meetings - Regular membership meetings of the Section shall be held at such times and places as determined and published by the Administrative Board in the Newsletter of the Section or by a special mail notice to each member.

Clause A - Annual Meeting - Unless the Administrative Board directs otherwise, the Annual Meeting shall be held in January or February each year. It shall be for the purpose of electing officers and committees, and for any other business that may arise.

Clause B - Meeting Notice - Notice of the annual meeting shall be mailed at least 90 days in advance to all members and to potential members.

Section 2 - Special Meetings - Special Section meetings may be called by the Administrative Board at any time, provided the membership is given 2 weeks mail notice of the purpose and place of the meeting.

Clause A - Only those items listed in the call for a Special Meeting shall be acted upon at the Special Meeting.

Clause B - Sections 3 and 4 of this Article also apply to Special Meetings.

Section 3 - Quorum - A quorum for annual or special meetings of the Section shall be 20 members; and for Administrative Board meetings, three members of the Board.

Section 4 - Meeting Rules - The rules contained in the latest revision of "Roberts Rules of Order" shall govern the Section in all cases to which they are applicable and not inconsistent with the Bylaws or the special rules of order of the Section or parent Society.

Article VII - Management and Finance

Section 1 - Administrative Board - The Section shall be governed by an Administrative Board composed of the officers, the immediate past-president, the current duly-elected representatives of each state and student chapter in the North-west Section of The Wildlife Society, and one representative from each Canadian province as appointed annually by the Section President. The Section Representative shall be a non-voting member of the board.

Clause A - Conduct - The Administrative Board shall conduct its affairs in conformance with provisions of these Bylaws, and those of The Wildlife Society. The Board is authorized to act for the Section between Section meetings and shall report its interim actions to the members at the next succeeding annual membership meeting. Any action of the Board may be over-ridden by a two-thirds majority vote of the membership at the annual meeting or by referendum.

Clause B - Attendance - Members may attend Administrative Board meetings, but may participate only when invited to do so, and they may not vote at such meetings.

Section 2 - Finance - Funds of the Section shall be under the supervision of the Administrative Board and shall be handled by the Secretary-Treasurer.

Clause A - The Secretary-Treasurer need not be bonded.

Clause B - Funds shall be derived from dues, special assessments, work projects, meeting registration fees, sales and contributions.

Clause C - Funds shall be placed in a Federally-insured bank or savings and loan association.

Clause D - The out-going President shall appoint a Committee which shall audit the financial accounts of the Section prior to the close of the operating and fiscal year (April 30) and before the records are turned over to the incoming Secretary-Treasurer (VII,2,E).

Section 3 - Reports - The Secretary-Treasurer shall, within ten (10) days after an election or other official action taken by the Section, provide a copy of such action to the Executive Director of The Wildlife Society and to the Section Representative. These same parties should receive an annual Section financial statement from the Secretary-Treasurer certified by the Auditing Committee.

Section 4 - Files - The Section shall maintain a file containing: Bylaws of The Wildlife Society and the Section; minutes of all Section and Administrative Board meetings; correspondence pertinent to Section affairs; all committee charges and reports, financial statements, and records; Society Operation Manual; and all other material designated as pertinent by the Administrative Board. A "procedure for filing" shall be drafted and kept in the Section file for the guidance of each succeeding Secretary-Treasurer.

Section 5 - Resolutions and Public Statements - Any Section member may submit resolutions for consideration of the membership (1) by written submission of the action to the Resolution's Committee, or (2) by introduction as an emergency resolution at the annual meeting. Resolutions shall be adopted by the Section if carried by a two-thirds majority of those members voting at the annual business meeting.

Clause A - Resolutions submitted through the Resolution's Committee must be received by the chairman of that committee at least one month in advance of the annual meeting and must be accompanied by briefs.

Clause B - Resolutions introduced at the annual meeting without prior written submission to the Resolution's Committee must be of an emergency nature. Such resolutions must be in the hands of the Resolution's Committee in written form and accompanied by briefs by 9 a.m. of the first day of the annual meeting. The emergency status of such resolutions will be determined by simple majority vote before they can be voted upon at the annual meeting.

Clause C - Upon recommendation of the Resolution's Committee, the Administrative Board is hereby empowered to call for a special mail ballot on resolutions of an emergency nature at any time. The proposed resolution and brief shall be sent to the membership one month in advance of the ballot. Resolutions shall be adopted by the Section if carried by a simple majority of those returning the mail ballot.

Clause D - The Administrative Board, in consultation with the Section Representative and the Provincial, State, and Student Chapter Presidents, is charged with the responsibility of submitting public statements on matters affecting the Society or the Section on the purposes and goals of the Society or the Section. These statements shall be worded so as to carry the weight of the Section and the membership shall be advised of all such statements through the Section's Newsletter.

Clause E - Each resolution adopted by the Northwest Section will be given appropriate publicity and will be directed to those persons deemed most effectual in accomplishing the purposes of the resolution. Further, wherever appropriate, the President will appoint an official sponsor for each resolution. The said sponsor of each resolution will be charged with insuring that the resolution receives proper distribution and follow-up action.

Article VIII - Committees

Section 1 - Appointments - The President shall consider the suggestions of the Administrative Board in appointing Chairmen of all regular standing committees except the Nominating Committee (Art. V, Sec 1) and special committees as the need arises. Committee chairmen shall complete their committees with assistance of the President.

Section 2 - Duties of Standing Committees:

Clause A - Nominating - (See: V, 1, A-D)

Clause B - Membership - The Membership Committee shall endeavor to obtain the maximum number of appropriate persons residing in the Section area to become members of The Wildlife Society and of the Section. This Committee shall also encourage a wide distribution of Committee assignments and participation in Section activities among the membership.

Clause C - Program - The Program Committee shall arrange the program for the annual meeting and provide the President with a preliminary program listing as least two months prior to the meeting date.

Clause D - Resolutions - The duties of the Resolutions Committee shall be to review, edit, and modify resolutions as may be necessary to best express the professional viewpoint of The Wildlife Society. This Committee shall receive proposed resolutions from members and prepare and submit such items for endorsement and further action by the Section membership at the annual meeting (VII, 5). The Resolutions Committee shall consist of at least three members, one of whom shall be designated as the Committee Chairman. The Chairman shall be empowered to appoint sub-committees of persons having special competence in the fields covered by resolutions submitted to the Committee.

Clause E - The Auditing Committee, prior to the close of the fiscal year (April 30) and before turning the financial records over to the newly elected Secretary-Treasurer, shall audit the financial accounts of the Section as received from the out-going Secretary-Treasurer (VII, 2, D).

Clause F - Awards - The Awards Committee shall provide for the recognition and commendation of outstanding work in the wildlife profession in the Northwest Section area. The Committee shall select the annual recipients of the Arthur S. Einarsen Award, Honorary Membership, and other awards deemed desirable. This Committee shall consist of one member from each State and Province of the Section (I, 2). Members should represent a cross-section of agencies and academic institutions. To foster standardization of selection procedures, three of the Award Committee members shall be chosen from the previous year's Committee and will include the Committee Chairman of the previous year who shall not, however, continue as Chairman. Committee members are not eligible as award candidates and may not make nominations for awards.

Clause F-1 Guidelines for Einarsen Award - Selection of individuals to receive the Einarsen Award will be made annually in accordance with the following guidelines:

- 1) Nominations shall be accompanied by a justification brief and a resume of the qualifications of the nominee.
- 2) Nominations must be sent to the Awards Committee Chairman not later than December 31.
- 3) Nominees must have contributed to wildlife conservation within the geographic area covered by the Section.
- 4) Candidates not chosen one year automatically carry over to the following three years.
- 5) Upon receiving all nominations from the Committee Chairman, Awards Committee members will judge each nominee's qualifications by the criteria of resourcefulness, initiative, and planning; powers of observation, interpretation and communication; and any additional desirable qualifications which may have enabled a candidate to further the goals of the profession.
- 6) Each committee member will indicate his choice among the nominees with a numerical rating, with one being first, second, third, etc. These shall be sent to the Chairman. The candidate with lowest total score of all choices is the winner. The Chairman will place his vote in a sealed envelope to be opened after he has tallied the votes of all other committee members.
- 7) The decision of the Awards Committee shall be sent to the Section President by January 31.
- 8) The award shall be of high quality, preferably a bronze plaque, and shall be presented at the annual Section meeting.

9) In the event of a tie, the President of the NW Section shall be empowered to use his discretion in breaking the tie.

Section 3 - Accountability - All Committees shall be accountable to the Executive Board, under general supervision of the President.

Section 4 - Committee Charges and Records - Each committee shall maintain a dossier detailing its charges, responsibilities and a record of the committee's activities and reports. Upon the discharge of the committee's responsibilities, the Chairman of each committee will transmit the dossier of his committee to the new Chairman of the committee or to the President in the case of a terminating committee.

Section 5 - Tenure - All committees shall serve until new committees are appointed in their stead or until the duties assigned to the committees have been discharged. Members, including elected officials, shall be limited to no more than two committee assignments during a given year, shall be limited to a maximum of three consecutive years on a given committee, and may serve as Chairman for only one year.

Article IX - Dissolution

Section 1 - Upon dissolution of the Northwest Section of The Wildlife Society, the Administrative Board shall turn all assets, accrued income, and other properties over to the Council of The Wildlife Society to hold until such time as another Section may be established in the same area.

Article X - Amendment to Bylaws

Section 1 - These Bylaws may be altered or amended by a majority of the members voting at any regular or special Section meeting if advance notice of the proposed modification is provided to the membership at least 30 days prior to the meeting at which such action is to be taken.