

Northwest Section of The Wildlife Society
Treasurer's Report
Northwest Section TWS Annual Business Meeting
Post Falls, Idaho
March 8, 2000

Previous Balance (March 11, 1999) \$22,214.90

INCOME

Membership	\$ 4,675.00
MT chapter refund	1,000.00
Post Office refund	59.99
Interest (checking)	86.71
(savings)	<u>588.39</u>

Total Income \$6,410.09

EXPENSES

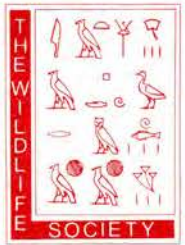
Newsletter	\$ 4,140.04
Stationery	173.00
Misc. expenses (Boula)	329.42
(Dusek)	17.00
Board mtng room rent 3/99	69.30
Student travel grant	200.00
Klein Symposium	<u>500.00</u>

Total Expenses \$5,448.16

BALANCE (March 8, 2000) \$23,176.83

Checking account:	\$ 3,822.34
Savings account	<u>19,354.49</u>
	\$23,176.83

THE WILDLIFE SOCIETY
NORTHWEST SECTION



June 8, 2001

Mr. Chuck Harris
President
Idaho Chapter of The Wildlife Society
Idaho Department of Fish and Game
PO Box 25
Boise, ID 83707

Dear Mr. Harris,

Although I know that you have started a second year as Idaho chapter president, I am sending letters to all chapter presidents in the Northwest Section. I am transmitting a copy of the Section bylaws as some of the new chapter presidents are not aware of their role on the Executive Board of the Section. A chapter president may serve on the Section Board or appoint a representative. Our Section Board has not been especially active recently, but I hope that chapters will continue to support the Section and provide a representative to the Board for the annual and special meetings.

Also enclosed is a roster of the Section Board members, showing the new location for Section President Jon Haufler.

I hope all is going well for you. I look forward to seeing you at the next Section meeting.

Sincerely,

Ellen G. Campbell
Secretary-Treasurer
Northwest Section of The Wildlife Society
9399 Rivercourt Way
Juneau, AK 99801

Enclosures (2)

cc: Jon Haufler

**Bylaws
for
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.
- Section 2. Area**—This Section shall have as its area of organization the states, territories, and provinces of Alaska, Alberta, British Columbia, Idaho, Montana, Oregon, Washington, and the Northwest and Yukon Territories.
- Section 3. Criteria for Affiliation**—The Northwest Section 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 Society).

Article II. Objectives

- Section 1. Objectives**—Consistent with the objectives of The Wildlife Society, the Northwest Section objectives are:
- (a) to provide a vehicle for close liaison among individual members, Chapters, the Section Representative, and The Wildlife Society
 - (b) to recognize and commend outstanding work in the profession
 - (c) to focus the objectives of the Society upon wildlife needs, problems and events in the area of organization, the Northwest.

Article III. Section Year

The Section operating and fiscal year shall begin May 1, although the Section's financial reporting must follow The Society's calendar year schedule.

Article IV. Membership

- Section 1. Voting Member**—Voting membership in the Northwest Section shall be available to any member of The Wildlife Society who resides or conducts professional activities within the organizational area of the Section (Article I, Section 2). Only Section Voting Members may hold office in the Section, vote on official matters affecting The Society, and officially represent the Section on business of The Society by service on the Board or as an officer.
- Section 2. Other Member**—Other membership in the Northwest Section shall be available to any person who, although either not a member of The Wildlife Society and/or resides and works outside of the Section's organizational area (Article I, Section 2), has an interest in the objectives and activities of the Section. Other Members shall be entitled to all rights, privileges and responsibilities of Section Voting Members, including voting in Section elections, except those reserved for Section Voting Members (Article IV, Section 1).
- Section 3. Honorary Member**—Honorary Members of the Northwest Section shall be persons who, by a majority vote of all Section members, have been thus recognized for their achievements. A Section Honorary Member need not pay Section dues. Honorary Members who are voting members of The Wildlife Society shall have the same rights and privileges as Section Voting Members (Article IV, Section 1). Honorary Members who are not voting members of The Wildlife Society shall have the same rights and privileges as Other Members (Article IV, Section 2).
- Section 4. Dues**—Annual dues, as established by the Executive Board, shall be payable by each member to the Secretary-Treasurer no later than January 1. Members who have not paid their Wildlife Society dues shall lose their Voting Member status in the Northwest Section. Annual Section dues also may be paid to The Society's Washington, D.C. office, along with Society dues, and subsequently will be remitted to the Section.
- Section 5. Resignation**—Members may resign at any time by giving notice to the Section's Secretary-Treasurer, or will be considered to have resigned if annual Section dues are not paid.
- Section 6. Reinstatement**—Persons who are dropped from the rolls of the Section for nonpayment of dues or resignation may be reinstated into membership in the Section upon payment of the current year's dues.

Article V. Elections and Officers

Section 1. **Nominating and Elections Committee**—The three-member Nominating and Elections Committee, selected by the Executive Board (Article VII, Section 1) of the Northwest Section, shall prepare a slate of two candidates for each of the elected offices, namely: President-Elect, Vice-President and Secretary-Treasurer.

Clause A—All nominees must be Voting Members (Article IV, Section 1).

Clause B—Prior approval shall be obtained from said candidates.

Clause C—Nominations slate shall be submitted to the membership at least 30 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 six or more members, provided prior approval has been obtained from each nominee.

Clause E—A member may be elected for no more than two consecutive terms in the same elective position.

Section 2. **Balloting**—Written ballots shall be received from the members by the Secretary-Treasurer 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

Clause A—Members in arrears for dues 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 written ballot shall be declared elected. No one may hold more than one elective position simultaneously.

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

Clause A—President—The President shall have general supervision of the Section officers, shall appoint, with the advice of the Executive Board, Chairpersons of all regular and special committees, shall preside as Chairperson 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 Section or appoint alternate representatives to other Chapter, Section, or Society boards, committees, or meetings.

Clause B—President-Elect—The President-Elect shall attend Executive Board meetings to become familiar with the working operations of the Section. The President-Elect shall also prepare a budget for the year the office of President is assumed.

Clause C—Vice-President—The Vice-President 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 Vice-President cannot serve in the President's absence, the Executive Board shall appoint a President pro tempore. The Vice-President shall be responsible for the annual Section meeting program.

Clause D—Secretary-Treasurer—The Secretary-Treasurer shall be responsible for the files, records, and funds of the Section 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, the maintenance of the membership rolls, correspondence, and the issuance of meeting minutes.

Clause E—Executive Board—The Executive Board shall act as the governing body for the Section and shall be made up of the above named officers, the Past President, and the Chapter, Province, and Territory representatives to the Section. Each chapter within the Northwest Section shall provide a representative to the Executive Board. If a state or province has no chapter, the Section President shall appoint an individual to represent that area on the Executive Board. The Section Representative shall be a non-voting member of the Board.

Section 4. Term of Office—Officers' terms will coincide with the Section operating and fiscal year, which commences May 1, and will cover a two-year period.

Section 5. Vacancies—If the office of 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, although an appointed President-Elect shall serve only until the next scheduled Section election where the membership shall elect the next President. All appointees must be Voting Members of the Section and The Wildlife Society.

Section 6. Removal—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 Executive Board.

Section 7. Wildlife Society Officers and Section Representative

Clause A—Nominations—Prior to the Annual Meeting, in appropriate years, Chapters or other subgroups of the Section may submit to the Executive Board nominations for Section officers and Section Representative.

Clause B—Selections—The Executive Board will select from among the nominations received, or from additional nominations proposed by the Board members, suitable candidates by majority vote. Candidates thus selected will be submitted to the membership at the Annual Meeting and, if approved by two-thirds of the voting members present, transmitted to the Nominating Committee of The Wildlife Society between May 1 and July 1.

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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.

Clause A—Annual Meeting—The regular meeting in winter or spring 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 Section shall be over 50 percent of the membership or 20 members in good standing, whichever is less; for Executive Board meetings a quorum shall be three members of the Board.

Clause D—Meeting Rules—Order of business and parliamentary procedures at Section meetings shall follow Robert's Rules of Order, latest revision.

Clause E—Bylaws—Section Bylaws shall be available for inspection during every meeting. If these Bylaws are revised, the new revision must be approved by The Wildlife Society 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 Northwest Section shall be governed by an Executive Board composed of its officers, the immediate Past-President, and Chapter, Province, and Territory representatives.

Clause A—Conduct—The Executive Board shall conduct its affairs in conformance with the provision of these Bylaws, and those of The Society. The Board is authorized to act for the Section 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 Northwest Section shall be under the supervision of the Executive Board and shall be handled by the Secretary-Treasurer. The financial records of the Northwest Section shall be examined annually 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.

Clause C—Funds shall be placed in a federally-insured bank, a savings and loan association, or other institution designated by the Executive Board.

Clause D—Fiscal Year—The operating and fiscal year for the Northwest Section shall begin May 1.

Clause E—Budget—The President-Elect shall be responsible for preparing a proposed Operating Budget for the years in which he/she will serve as President is assumed. The proposed budget will be mailed to the members of the Executive Board at least 30 days before the Annual Meeting, and following discussion, modification, and approval by majority vote of the Board shall become the Annual Operating Budget of the Section.

Clause F—Budget Modification—During the operating year, modifications of the budget can only be approved by majority vote of the Executive Board.

- Section 3. Reports**—Within 20 days after an election or other official action, the Secretary-Treasurer shall report such actions to the Executive Director of The Wildlife Society, and the Northwest Section Representative. 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 the Executive Director of The Wildlife Society in January of each year for federal tax reporting by The Society office.
- Section 4. Files**—The Section shall maintain a file containing: Bylaws of The Wildlife Society and the Northwest Section, minutes of all regular and special meetings of the membership and of the Executive Board; correspondence pertinent to Section 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 Section file for the guidance of each succeeding Secretary-Treasurer. A Section "Operations Manual" provided by The Society will be maintained by the Section President; a written record of transfer of this manual to the incoming President will be maintained and The Society will be notified of each such transfer.
- Section 5. Resolutions and Public Statements**—Members may submit resolutions or statements to the Resolutions and Public Statements Committee (Article VIII, Section 2F) for possible consideration by the Section's Executive Board. These shall be accepted or rejected by the Board and, if involving new policy, prepared for submission to the Section membership.

Such new items must be approved by two-thirds of the Section membership voting and must be transmitted to The Wildlife Society, and the Northwest Section Representative, 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 President, or designated representative, may present a Public Statement on behalf of the Section, 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 printed in the next Section newsletter after public issuing of the statement. Furthermore, the Northwest 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.

The Northwest 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 "Guidelines for Conservation Affairs Activities" (Appendix 4.421b of the Operations Manual) and conform to The Society's policy regarding conservation affairs (Appendix 4.421a of the Operations Manual). The Section officers, The Wildlife Society, and the Northwest Section Representative must receive copies of any Resolution or Public Statement within 15 days of such action.

Article VIII. Committees

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

Section 2. Duties of Standing Committees

Clause A—Nominating and Elections—See Article V, Section 1.

Clause B—Membership—This committee shall encourage the maximum number of qualified persons residing or working within the Section's organizational area to become members of The Wildlife Society and the Northwest Section.

Clause C—Program—This committee is chaired by the Vice-president and shall arrange programs of all regular and annual meetings. The committee shall provide the President with a proposed agenda for the Annual Meeting at least 3 months prior to the meeting date and the final agenda at least 6 weeks prior to the meeting date.

Clause D—Conservation Review—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 Section and make recommendations to the Executive Board for any action that should be taken by the Northwest Section. The Chairperson may ask any Section member to assist with reviews.

Clause E—Education and Information—This committee shall seek and employ methods of informing the public of basic wildlife management concepts and of Section or Society activities and interests.

Clause F—Resolutions and Public Statements—This committee shall receive proposed resolutions and public statements from the membership 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—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 at least annually. The committee also shall review these records and documents prior to any change in the office of the Secretary-Treasurer. A written report of completion and results of the audit shall be made to the Executive Board.

Section 3. Accountability—All committees shall be accountable to the Executive Board, under the 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 Northwest Section 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 Section, for redistribution to another Section that may be established in approximately the same geographical area within said 5-year period. If another Section 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 X. Amendment to Bylaws

Section 1. Procedure—These Bylaws may be altered or amended by a majority of the Section 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 2B).

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.

Draft CB 3/28/93

Updated 6/2001

NORTHWEST SECTION OF THE WILDLIFE SOCIETY
EXECUTIVE BOARD

PRESIDENT

Jon Haufler	Phone: (877) 388-7769
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1345 Barton Rd.	Fax: (208) 233-6430
Pocatello, ID 83204	Email: jconnell@idfg.state.id.us
	Or jcsagegrouse@gateway.net

PRESIDENT-ELECT

vacant	
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VICE-PRESIDENT

Fred Samson	Phone: (406) 329-3464 (w)
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BRITISH COLUMBIA REPRESENTATIVE

none	
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IDAHO CHAPTER REPRESENTATIVE

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NORTHWEST TERRITORIES REPRESENTATIVE

none	
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OREGON CHAPTER REPRESENTATIVE

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YUKON TERRITORY REPRESENTATIVE

none	
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SECTION REPRESENTATIVE (NON-VOTING)

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STUDENT CHAPTER REPRESENTATIVE

none	
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