

BYLAWS OF THE CALIFORNIA NORTH COAST CHAPTER
OF THE WILDLIFE SOCIETY

Organized: December 30, 1964
Amended: December 11, 1996

ARTICLE I - NAME, AREA, AND AFFILIATION

Section 1 - NAME - The name of the organization shall be the California North Coast Chapter of The Wildlife Society (hereafter referred to as the North Coast Chapter).

Section 2 - AREA - This Chapter shall have as its area of organization Del Norte, Humboldt and Mendocino Counties of the State of California.

Section 3 - CRITERIA FOR AFFILIATION - The North Coast Chapter shall conform to Bylaws, Code of Ethics, objectives, policies, and positions adopted by The Wildlife Society, Inc.¹ (Hereinafter The Wildlife Society, Inc., may be referred to as The Society.) The Chapter has a regional affiliation with the Western Section of The Wildlife Society (hereafter referred to as the Western Section.)

ARTICLE II - OBJECTIVES

Section 1 - OBJECTIVES - Consistent with the objectives of The Society, the Chapter objectives are to:

- a) Seek the highest standards in all aspects of the wildlife profession.
- b) Develop and promote sound stewardship of wildlife resources and habitats within the Chapter area.
- c) Increase awareness of The Wildlife Society and promote appreciation of wildlife values through science and education.

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

- a) Provide opportunities for better liaison among the individual members, the Western Section, and 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 achievement in the wildlife field.
- d) Focus the aims and objectives of The Society and Western Section upon professional wildlife needs, problems, and local issues.
- e) Encourage communication between members and non-members to create climates under which the resource management practices will be used effectively.

¹ Incorporated in 1948 under the laws of the District of Columbia, U.S.A.

ARTICLE III - CHAPTER YEAR

The Chapter operating and fiscal year shall begin January 1st.

ARTICLE IV - MEMBERSHIP

Section 1 - VOTING MEMBER - Voting membership in the North Coast Chapter shall be available to any voting member of The Wildlife Society who resides or conducts professional activities within the organizational 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 Society, and represent the Chapter on Society business by Board or other officer appointment.

Section 2 - AFFILIATE MEMBER - Affiliate membership in the North Coast Chapter shall be available to any person who, either is not a member of The Wildlife Society and/or resides and works outside of the Chapter's organizational area (Article I, Section 2), yet has an interest in the objectives and activities of the Chapter and is approved by the Membership Committee. An Affiliate Member cannot hold office, but shall be entitled to all rights, privileges, and responsibilities of Voting Members except as otherwise provided in Article IV, Section 1.

Section 3 - CHARTER MEMBER - Voting and Affiliate Members in good standing on the membership rolls as of June 1, 1966, shall be considered Charter Members.

Section 4 - HONORARY MEMBER - Honorary Members of the North Coast 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. Honorary members who are voting members of The Society shall have the same rights and privileges of chapter Voting Members. Honorary Members who are not voting members of The Society shall have the same rights and privileges as Affiliate Members.

Section 5 - DUES - Annual dues are to be determined at each annual meeting. Annual dues cover the period from 1 January - 31 December. Chapter dues shall be payable by each member to the Secretary no later than 31 March. Members who have not paid their Society dues shall lose their voting membership status in the North Coast Chapter. Annual dues may also be paid to The Society along with Section and Society dues, and subsequently will be remitted to the Chapter.

Section 6- RESIGNATION - Members may resign at any time by giving notice to the Chapter's Secretary, or will be considered to have resigned if annual Chapter dues are not paid by 31 March.

Section 7 - REINSTATEMENT - Persons who are dropped from the rolls of the Chapter for non-payment of dues may be reinstated into membership of the Chapter upon reapplication and payment of appropriate dues.

ARTICLE V - ELECTIONS AND OFFICERS

Section 1 - NOMINATING AND ELECTIONS COMMITTEE - The three member Nominating and Elections Committee shall consist of the Past President and two other members selected by the Executive Board (See Article VII, Section 1) of the North Coast Chapter. In the event that the Past President cannot serve, a replacement shall be selected by the Executive Board. The Committee shall prepare a slate of two candidates for each of the elective positions, namely: President-Elect, Secretary, Treasurer, and Chapter Representative to the Western Section, and Student Representative to the Chapter from the voting membership of the Chapter.

Clause A - All candidates must be Voting Members (Article IV, Section 1).

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

Clause C - Said 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.

Clause F - Nominations can also be made from the floor at the Annual Business Meeting.

Section 2 - BALLOTING - Ballots of the members shall be received by the 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 elective position. Voting will take place at the Annual Business Meeting.

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

Clause B - A signed absentee ballot (proxy) may be submitted to the 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 North Coast Chapter shall consist of a President, President-Elect, Past President, Secretary, and Treasurer.

Clause A - PRESIDENT - The President shall have general supervision of the Chapter officers. The President 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 Chapter or appoint alternate representatives to other Chapter, Section or Society boards, committees or meetings.

Clause B - PRESIDENT-ELECT -- If the president is absent or unable to serve, the President-Elect shall assume the duties of the President. The President-Elect shall perform any duties assigned by the President. (Such duties might include chairing specific committees).

Clause C - PAST PRESIDENT - In the event the President and President-Elect are unable to serve, the Past President shall assume the duties of the president. In the event the Past President cannot serve in the absence of the President and President-Elect, the Executive Board shall appoint a President, *pro tempore*. The Past President shall chair the Nominating and Elections Committee.

Clause D - SECRETARY - The Secretary shall be responsible for the files, correspondence, and records of public statements. The Secretary's duties also shall include recording the minutes of all meetings, maintaining the membership rolls, and posting incoming correspondence.

Clause E - TREASURER - The Treasurer shall be responsible for the receipt and disbursement of funds and maintenance of the financial records of the Chapter. The Treasurer shall submit financial reports at each regularly scheduled meeting.

Clause F - EXECUTIVE BOARD - The Executive Board shall act as the governing body for the Chapter and shall be made up of the above named officers, the duly elected Chapter Representative to the Western Section, and the duly elected Student Representative to the Chapter.

Clause G - CHAPTER REPRESENTATIVE TO THE WESTERN SECTION - The Chapter Representative shall represent the North Coast Chapter in Western Section affairs. This person shall serve as a liaison to the Section for the Chapter, provide the editor of the Section newsletter with news and items of interest from the Chapter and its area, and serve as a contact for members from other chapters within the Section or the Society.

Clause H - STUDENT REPRESENTATIVE TO THE CHAPTER - The Student Representative shall represent the students of colleges and universities within the Chapter's organizational boundaries. This person shall serve as a liaison to the Chapter for the students, inform the students of the goals and objectives of The Society, encourage student involvement in The Society, and keep the students informed of Chapter and Society activities.

Section 4 - TERM OF OFFICE - The officers and elected Board members must be Voting Members of the Chapter, are installed at the Annual Meeting, take office immediately following the Annual Meeting, and, unless re-elected, terminate their duties at the conclusion of their term, or at such time as their successors are elected and installed.

Clause A - The President-Elect shall serve one year as President-Elect and shall assume the office of President immediately following for a period of one year. The President shall assume the office of Past President immediately following for a period of one year.

Clause B - The Treasurer shall serve a two-year term.

Clause C - The Secretary, Chapter Representative, and Student Representative shall serve one-year terms.

Section 5 - 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 elected office shall be filled through appointment by the Executive Board, although an appointed President-Elect shall serve only until the next scheduled Chapter election when the membership shall elect the next President. All appointees must be Voting Members of the Chapter.

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 MEETINGS - The regular meeting in December shall be known as the Annual Meeting, and shall be for the purpose of electing and installing a new Executive Board, 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 prior to Annual and regular meetings and at least seven days prior to special meetings.

Clause C - QUORUM - The quorum for the Annual Meeting of the Chapter shall be over fifty percent of the membership or ten Voting Members in good standing, whichever is less; and for Executive Board Meetings, at least three members of the Board.

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

Clause E - BYLAWS - Chapter 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 (see Article VI, Section 1B) and the purpose of the call are 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 FINANCES

Section 1 - EXECUTIVE BOARD - The North Coast Chapter shall be governed by an Executive Board composed of its officers, the Chapter Representative to the Western Section, and the Student Representative to the Chapter.

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 action of the Board may be overridden by a two-thirds vote 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 - The funds of the North Coast Chapter shall be under the supervision of the Executive Board, and shall be handled by the Treasurer. The financial record of the Chapter shall be periodically examined by the Audit Committee, and at the time the Treasurer takes office.

Clause A - The Treasurer need not be bonded.

Clause B - Funds shall be derived from dues, workshops, symposia, special assessments (promotion of wildlife-related articles and services), 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(s) the Secretary of the Chapter shall report such action to the Executive Director of The Wildlife Society, the Western Section Representative, and the Western Section President. An annual report from the President 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 of The Society in January of each year for federal tax reporting by The Society.

Section 4 - FILES - The Chapter shall maintain a file containing: Bylaws of The Wildlife Society, the Western Section, and of the North Coast Chapter; minutes of all regular and special meetings of

the membership and of the Executive Board; correspondence pertinent to the 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 Chapter file for the guidance of each succeeding Secretary. "The Wildlife Society Operations Manual" provided by The Society will be maintained by the Chapter President and 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 - One or more members may submit resolutions or statements to the Conservation Affairs Committee (Article VIII, Section 2d) for consideration by 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 Society, the Western Section Representative, and Western 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 that demand action on a reasonably short notice, where there are not previously established Chapter policies, 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 North Coast Chapter may publish statements pertaining to issues in its locale:

- a) when the content of the statement falls within the established policy of The Society; and
- b) in the absence of existing position statements by The Wildlife Society. The North Coast Chapter will not publish statements which may be in conflict with the policy of The Society without prior approval of The Society's Council. All statements will follow the "Guidelines for Wildlife Policy Activities" (Appendix 4.421 of the Operations Manual). The Chapter membership, The Society, the Western Section Representative, and the Western Section President must receive copies of any Resolution or Public Statement within 15 days of such action.

ARTICLE VIII - COMMITTEES

Section 1 - APPOINTMENTS - The President shall consider suggestions of the Executive Board in appointing chairpersons of all regular standing committees (except the Nominating and Elections Committee - see Article V, Section 1) and special committees such as awards or 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 before the close of each annual Chapter 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 Chapter's organizational area to become members of The Society, the Western Section, and of the North Coast 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 Affiliate Member status in 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 one month prior to the meeting date.

Clause D - CONSERVATION AFFAIRS - 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 Chapter and make recommendations to the Executive Board for any action that should be taken by the Chapter. The Chairperson may ask any Chapter member to assist with reviews. In addition this committee shall receive proposed resolutions and public statements from one 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 E - EDUCATION AND INFORMATION - 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 F - PROFESSIONAL DEVELOPMENT - This committee shall be responsible for coordinating all facets of the Chapter's Professional Development Program. This includes providing a liaison between the Chapter and the Section Professional Development Program, overseeing the development of workshops and symposia, identifying future topics for workshops and symposia by polling the members of the Chapter, submittal of workshop and symposia syllabi to the Society's Professional Development Committee for determination of applicable Contact Hours and inclusion on The Society's Professional Development Approved Activity List; and identifying and entering into negotiation with providers of professional development courses to provide these courses under Chapter sponsorship, with the Chapter sharing in course profits (final approval of contracts between the Chapter and the course provider is the responsibility of the Executive Board).

Clause G - AUDIT - The audit committee shall consist of a chairperson and at least two additional members. It shall review the financial records and support documents of the Treasurer at least annually. The committee also shall review these records and documents prior to any change in the office of the Treasurer.

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 completed or discharged.

ARTICLE IX - DISSOLUTION

Upon dissolution of the North Coast 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 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 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 vote of Chapter members voting at any Annual or special meeting if due advance 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 conflict with The Society Bylaws. If these Bylaws are revised, the revision must be approved by The Society before becoming effective.