

## **BYLAWS OF THE IOWA CHAPTER OF THE WILDLIFE SOCIETY, INC.**

Organized: April 14, 1962

Amended: May 8, 2013

### **ARTICLE I - NAME, AREA, AND AFFILIATION**

Section I - Name - The name of this organization shall be the Iowa Chapter of The Wildlife Society.

Section 2 - Area - This Chapter shall have as its area of organization the State of Iowa.

Section 3 - Criteria for Affiliation - The Iowa 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 Society.)

### **ARTICLE II – OBJECTIVES**

Section I - Objectives - Consistent with the objectives of The Wildlife Society, the Iowa Chapter objectives are: To advance the science and art of wildlife management and to promote and maintain high professional standards.

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

- a. Provide opportunities for better liaison among individual members, their 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 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 non-members to facilitate understanding and effectiveness of research and management of wildlife resources.

### **ARTICLE III - CHAPTER YEAR**

The Chapter operating and fiscal year shall begin January I.

### **ARTICLE IV – MEMBERSHIP**

Section I - Voting Member - Voting membership in the Iowa 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 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.

The Wildlife Society was incorporated in 1948 under the laws of the District of Columbia

Section 2 - Other Member - Other membership in the Iowa 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. Other 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 1).

Section 3 - Charter Member - Voting and Other Members in good standing on the membership rolls as of April 1, 1962 shall be considered Charter Members.

Section 4 - Honorary Member - Honorary Members of the Iowa 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 Member's who are voting members of The Wildlife Society shall have the same rights and privileges as Chapter 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 1).

Section 5 - Dues - Annual dues, to be determined at each annual meeting, shall be payable by each member to the Secretary-Treasurer no later than January 1. Members who have not paid their Wildlife Society due's shall lose their Voting Member status in the Iowa Chapter. Annual Chapter dues also may be paid to The Society's Washington, D.C. Office, 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-Treasurer, or will be considered to have resigned if annual Chapter due's are not paid.

Section 7 - 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 - ELECTIONS AND OFFICERS**

Section 1 - Nominating and Elections Committee - The 3-member Nominating and Elections Committee, selected by the Executive Board (Article VII, Section I) of the Iowa Chapter, not later than 90 days prior to the Annual Meeting in an election year shall submit to the president 30 days later, a slate of 2 candidates for each of the elective positions, namely: President Elect, Secretary-Treasurer, and 1 additional Executive Board member for the Chapter membership.

Clause A - All nominees must be voting Members (Article IV, Section I).

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

Clause C - Nomination 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 6 or more member's, 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 - 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 who has been nominated for office.

Clause A -Members in arrears 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 1 elective position simultaneously.

Section 3 -- -Officers of the Iowa Chapter shall consist of a President, President-Elect (who shall serve as Vice-President), and Secretary-Treasurer. Their duties are:

Clause A -President -The President shall have general supervision of the Chapter officers, shall appoint, with the advice of the Executive Board, Chairmen of all regular and special committees, shall preside as Chairman 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 representative areas. The Representative will assist the Section President by verifying mailing addresses, conducting membership drives, polling individual members, and assisting in routine Section business.

Clause 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. Such duties may include chairmanship of the Membership or Program Committee. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President, pro tempore.

Clause 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 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 D -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 Past President, and the duly elected Board member.

Section 4 -Term of Office -The officers and Board members must be voting members of The Wildlife Society, serve for approximately-1 year, be installed at the Annual Meeting, take office immediately following the Annual Meeting, and unless reelected, terminate their duties at the conclusion of the second Annual Meeting following their election, or at such time as their successors are elected and installed.

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 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 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 fall 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 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 (Article VI, Section IB) 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 FINANCE**

Section 1 -Executive Board -The Iowa Chapter shall be governed by an Executive Board composed of its officers, the immediate Past President, and 1 Chapter member 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 Iowa Chapter shall be under the supervision of the Executive Board and shall be handled by the Secretary-Treasurer. The financial records of the Iowa Chapter shall be periodically examined by the Audit Committee (Article VIII, Sections 2G)

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

Clause B -Funds shall be derived from dues, special assessments, work projects, publication and special activity sales, 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 Executive Director of The Wildlife Society, the North Central Section representative, and the North Central Section President. 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 Chapter shall maintain a file containing The Chapter shall maintain a file containing: By - laws of The Wildlife Society, the North Central Section, and the Iowa 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 kept in the Chapter file for the guidance of each succeeding Secretary-Treasurer. A Chapter "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 —Two or more members may submit resolutions or statements to the Resolutions and Public Statements Committee (Article VIII, Section 2F) for possible 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 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 Iowa 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 statement falls with in the established policy of The Wildlife Society; and

(b) in the absence of existing position statements by The Wildlife Society. The Iowa 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 "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 Chapter membership, The Wildlife Society, the North Central Section Representative, and the North Central Section President must receive copies of any Resolution Public Statement within 15 days of such action.

## **ARTICLE VIII -COMMITTEES**

Section 1 -Appointments -The Chapter President shall consider suggestions of the Executive Board in appointing chairmen 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 chairmen shall complete their committees with the President's assistance. All committee chairmen 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 -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 Wildlife Society, the North Central Section, and the Iowa Chapter.

Clause C -Program -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 2 months 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 Chapter and make recommendations to the Executive Board for any action that should be taken by the Iowa Chapter. The Chairman may ask any Chapter 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 Chapter and Society activities and interests.

Clause F -Resolutions and Public Statements -This committee shall receive proposed resolutions and public statements from 2 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 G -Audit -This committee shall consist of a chairman and at least 2 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.

Clause H -Awards -See Article IX.

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 -AWARDS**

Section 1 -Awards -The Iowa Chapter of the Wildlife Society shall be the sponsor of two separate awards to recognize individuals for their contribution to conservation.

a. The IOWA CONSERVATION AWARD OF MERIT shall recognize an individual for outstanding contributions in the field of wildlife conservation including education, enforcement, management, policy and research. The award may be bestowed on any individual who is, or has been active in the State, whether or not he/she is a natural resource professional. The award is designed to recognize a wide variety of deeds from a single outstanding act to long term commitments or dedication to wildlife conservation.

b. The CONSERVATION HALL OF FAME AWARD shall be recognized as the highest award that may be bestowed upon an individual by the Iowa Chapter of The Wildlife Society. The award is designed to recognize outstanding and continued contributions by a natural resource professional through education, enforcement, management, policy, and research that have ultimately impacted the wildlife resources of Iowa. The award may be bestowed to honor individuals ranging from local to national influence but the

person must have been associated with Iowa at some time in their career.

#### Section 2 - Form of Awards -

a. The Iowa Conservation Award of Merit shall consist of a plaque suitably engraved with the name of the award, the name of the Iowa Chapter of The Wildlife Society and the recipients' name and the year in which they were honored.

b. The form of the Iowa Conservation Hall of Fame award shall consist of two parts:

(1) A special plaque on which the name of each person so honored shall be inscribed. The plaque shall remain in the possession of the Iowa Chapter of The Wildlife Society for exhibit at appropriate time and place.

(2) A plaque shall be presented to the recipient bearing the name of the Iowa Chapter, the title of the award, the name of the person honored, year, and a phrase summarizing the text of the citation.

Section 3 - Awards Committee - To safeguard and perpetuate the integrity of the awards their future presentation shall be jointly under the control of the Awards Committee and the Executive Committee of the Iowa Chapter or The Wildlife Society. The Awards Committee shall be appointed by the President and shall consist of 2-3 members. The President shall, at the time of appointing the Awards Committee, designate the chairman to serve until the close of the next annual meeting. The President shall serve as ex-officio member of the committee.

#### Clause A - Committee Action

(1) Nomination for consideration for the awards shall be solicited from the membership and may also be made by members of the Awards committee.

(2) A nomination shall be comprised of a letter that outlines the accomplishments of the recipient in light of the purposes of the award, and in so far as possible also include a personal resume. Nominations may also include letters of endorsement by individuals who are not members of the Awards Committee.

(3) The Awards Committee shall determine its choice of recipient, or recipients, if any, by majority vote of all members of the Committee. The deliberations of the committee shall be held in inviolable confidence.

(4) The Awards Committee shall submit their choice(s) to the Executive Board for their consideration for all awards at least 2 months prior to the annual meeting.

(5) Majority Executive Board approval will be necessary for all award nominees selected by the Awards committee.

(6) No award shall be granted to any person while he/she is an officer of the Iowa Chapter.

#### Clause B - President's Action on Citations

(1) The President shall accept the majority vote of the committee and the majority vote of the Executive Board as authority and a mandate to order the bestowal of the Iowa Conservation Award of Merit and the Iowa Conservation Hall of Fame awards to the nominee or nominees receiving such affirmative vote for awards.

(2) The President, assisted by the Awards Committee, shall prepare a citation for each awardee in accordance with the Awards Committee's and Executive Board's approval. The President shall present the original copy of the citation to the recipient, and shall release copies of each citation to the press, at the time of the presentation at the annual meeting.

(3) The President shall order the official award plaques suitably engraved as outlined under Section 2 above. The award shall be presented at the next Iowa Chapter meeting or other suitable opportunity that is practical.

Clause C - Secretary-Treasurer - The Secretary-Treasurer shall be responsible for purchasing an adequate supply of official plaques or certificates for the awards to be presented. The Secretary-Treasurer shall also maintain separate master lists of winners of each of the two awards.

## **ARTICLE X - DISSOLUTION**

Upon dissolution of the Iowa 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 I - 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 VI, Section 1 b) is followed. A member who will be absent from the meeting may file an absentee ballot (Article V, Section 2v).

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.