

## BYLAWS OF THE COLORADO CHAPTER OF THE WILDLIFE SOCIETY, INC.<sup>1</sup>

### ARTICLE I. NAME, AREA AND AFFILIATION

#### Section 1. NAME

The name of this organization shall be the Colorado Chapter of The Wildlife Society.

#### Section 2. AREA

This Chapter shall have as its area of organization the State of Colorado.

#### Section 3. CRITERIA FOR AFFILIATION

The Colorado 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 1. OBJECTIVES

Consistent with the objectives of The Wildlife Society, the Colorado Chapter objectives are:

1. To encourage proper management of all wildlife in Colorado, the ecosystems in which they live, and the other natural resources of the State in a manner that reflects sound biological principles and benefits to wildlife and humans.
2. To create and maintain an organization that promotes public education, professional association, solidarity and exchange of ideas among persons interested in the general field of wildlife management.
3. To support the objectives of The Wildlife Society and its Code of Ethics.

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<sup>1</sup> Incorporated in 1948 under the laws of the District of Columbia.

## Section 2. IMPLEMENTATION

To aid in the achievement of these objectives, this Chapter proposes to:

1. Periodically publish a newsletter to members.
2. Conduct technical sessions at least annually.
3. Issue Position and Public Statements and Resolutions to influence policies and opinions of elected officials, commissions, agencies, and citizens or other formal groups.
4. Recognize outstanding achievement within the profession.
5. Sponsor and co-produce, in cooperation with natural resource management agencies and appropriate conservation organizations, media productions, workshops, seminars, and outdoor education programs which encourage public interest in wildlife and support for wildlife and wildland issues.
6. Demonstrate good wildlife management practices and programs by taking an active role in developing urban wildlife management programs and wildlife management programs on other privately and publicly owned lands.

## ARTICLE III. CHAPTER YEAR

The chapter operating and fiscal year shall begin 1 April.

## ARTICLE IV. MEMBERSHIP

### Section 1. VOTING MEMBER

Voting membership in the Colorado 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.

### Section 2. OTHER MEMBER

Other membership in the Colorado Chapter shall be available to any person who, although either not a member of The Wildlife Society 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 January 1, 1973 shall be considered Charter Members.

### Section 4. HONORARY MEMBER

Honorary Members of the Colorado Chapter shall be persons who, by a majority vote of the Executive Board, have been thus recognized for their achievements. A Chapter Honorary Member need not pay Chapter dues. Honorary Members 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 2).

### Section 5. DUES

Annual dues, to be determined at any annual meeting, shall be payable by each member to the Treasurer no later than March 1. Members who have not paid their Wildlife Society dues shall lose Voting Member status in the Colorado Chapter.

CLAUSE A - The membership year shall run concurrently with the financial year. However, new members (those who have never been members before) joining the Chapter after October 1 will be credited as members for the remainder of that year and all of the following year. Membership rolls shall be revised 30 days following the last day of the Chapter's annual winter meeting.

### Section 6. RESIGNATION

Members may resign at any time by giving notice to the Chapter's Treasurer or will be considered to have resigned if annual Chapter dues 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 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 1) of the Colorado Chapter, shall prepare a slate of 2 candidates for each of the elective positions, namely: President-Elect, Secretary, Treasurer and eight (8) additional Executive Board member(s) from the Chapter voting membership as described in Article V, Section 3, Clause E. The Chapter Representative to the Central Mountains and Plains Section will be the Chapter President or official appointee by the Chapter President.

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 for officer and board member positions shall be solicited from the membership at least 120 days prior to the Annual Meeting.

Clause D - A preliminary slate of candidates shall be submitted to the membership at least 90 days prior to the Annual Meeting. (Article VI, Section 1, Clause A).

Clause E - Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of 10 or more members, provided prior approval has been obtained from each nominee.

Clause F - The completed ballot shall be submitted to the membership at least 30 days prior to the Annual Meeting.

Clause G - A Voting Member may be elected for no more than 2 consecutive terms in the same elective position. At-Large and regional Executive Board slots are considered to be the same elective position.

### Section 2. BALLOTING

Written or electronic ballots shall be received from the members by the Chairman of the Nominating and Elections Committee and shall be counted by this 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 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 Nominating and Elections Committee 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.

Clause D - In regional Executive Board elections, only members residing in the region in question (Article V, Section 3, Clause E) may vote for regional candidates. Out-of-state members may vote in one and only one regional election of their choice.

### Section 3. OFFICERS

Officers of the Colorado Chapter shall consist of a President, President-Elect, Secretary and 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 Central Mountains and Plains 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 respective 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. In the event the President-Elect cannot serve in the President's absence, the Executive Board shall appoint a President, pro tempore.

CLAUSE C - TREASURER - The Treasurer shall be responsible for the funds of the Chapter and for maintaining financial records and files for the Chapter. Duties include receipt and disbursement of the funds, maintenance of the membership roles, and a complete financial report shall be submitted at the annual meeting.

CLAUSE D - SECRETARY - The Secretary shall be responsible for recording all meetings, correspondence and the issuance of meeting minutes. The Secretary shall notify the President of any necessary items to be considered for meeting agendas.

CLAUSE E - 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 members. Four of these members will be selected from the Chapter Voting Membership at large and one from Voting Members residing in each of the 4 quarters of Colorado as defined by Parallel 39 North and the Continental Divide from the Wyoming border

to the southwest corner of Chaffee County, and from there a line following the eastern border of Saguache, Alamosa, and Costilla Counties. The president of any Student Chapter of The Wildlife Society located in Colorado, or their representative, shall be a non-voting member of the Board.

#### Section 4. TERM OF OFFICE

The officers and Board members must be voting members of The Wildlife Society, serve for approximately one (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 next Annual Meeting, 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. 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 meeting held before 1 March each year shall be known as the Annual Meeting, and shall be for the purpose of electing and installing officers, receiving reports of officers and committees, and for any other business that may require action.

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% of the membership or 30 members in good standing, whichever is less; and for Executive Board meetings, 6 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 1B) and purpose 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 Colorado Chapter shall be governed by an Executive Board composed of its officers, the immediate Past President, and 8 Chapter members 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 2/3 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 Colorado Chapter shall be under the supervision of the Executive Board and shall be handled by the Treasurer. The financial records of the Colorado Chapter shall be at least annually examined by the Audit Committee (Article VIII, Section 2, Clause H).

CLAUSE A - The Treasurer need not be bonded.

CLAUSE B - Funds shall be derived from dues, special 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 the Secretary shall report such action to the Executive Director of The Wildlife Society, the Central Mountains and Plains Section Representative, and the Central Mountains and Plains Section President. An annual report summarizing chapter activities prepared by 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 by the Treasurer to the Executive Director, The Wildlife Society, in January of each year for federal tax reporting by the Society office. All individual time activity sheets (volunteer hour forms) shall be forwarded to the Executive Director of The Wildlife Society by the Secretary.

## Section 4. FILES

The Chapter shall maintain a file containing: Bylaws of The Wildlife Society, the Central Mountains and Plains Section, and the Colorado Chapter: minutes of all regular and special meetings of the membership and of the Executive Board, correspondence pertinent to Chapter affairs; 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 and 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. Copies of Executive Board Notebooks and Committee Operating Manuals will be maintained on file by the President-Elect.

## Section 5. POLICY, PUBLIC STATEMENTS, AND POSITION STATEMENTS

POLICY - Policy is defined as the existing body of principles found in the bylaws, minutes of previous board and membership meetings, and previous position and public statements. Policy is broader than position statements or public statements in that it provides direction rather than specific action.



**PUBLIC STATEMENT** -- A statement, usually based on existing policy, intended to stimulate action on a particular issue and written for distribution external to the Chapter.

The President, as need arises, may formulate and issue public statements expressing the position or attitude of the Chapter on matters of public and Chapter membership concern. All public statements will be distributed to the membership by publication in the next Chapter newsletter after the statement is issued.

On issues for which there is no previously established Chapter or Society policy, the President, or designated representative, may present a public statement on behalf of the Chapter provided that the concept of the Statement is brought to the attention of the Executive Board and is accepted by the Board prior to release of the Statement.

Copies of all Public Statements must be published in the next Chapter newsletter after issuance of the Statement and a copy forwarded to The Wildlife Society, the Central Mountains and Plains Section Representative and the Section President within 20 days of issuance.

**POSITION STATEMENT** - A "Position Statement" is a carefully prepared and concise exposition on a wildlife issue that defines the issue, contains factual background data, describes the most probable biological, social, and economic results of alternative actions, and may also contain a recommended course(s) of action.

Upon review, a new review date will be set if no changes are deemed necessary. If changes are recommended by the committee, they will be submitted to the membership as described in the following section.

**DEVELOPMENT OF POSITION STATEMENTS**-- Two or more members may submit Position Statements to the Executive Board for evaluation. These shall be accepted or rejected by the Board. Statements that are accepted by the Board and that involve new policy will be prepared for submission to the Chapter membership by publication in the Chapter Newsletter no later than 30 days before any official meeting. New Position Statements are adopted when approved by 2/3 of the Chapter membership voting at any official meeting.

To the extent practicable, the Colorado Chapter will communicate with the Director of Government Affairs when developing position statements. Those adopted must be transmitted to The Wildlife Society, the Central Mountains and Plains Section Representative and the Section President within 20 days.

The Colorado Chapter will not issue statements that are 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" (App 4.421b of the Operations Manual) and conform to The Society's Policy regarding conservation affairs (App. 4.421a of the Operations Manual).

## ARTICLE VIII. COMMITTEES

### Section 1. APPOINTMENTS

The Chapter President shall consider suggestions of the Executive Board in appointing chairs of all regular standing committees, except the Nominating and Elections Committee (Article V, Section 1), and all special committees. Committee chairs shall staff their committees with the President's assistance. All committee chairs shall submit a written summary of committee activities to the President and the Secretary before the close of each Annual Meeting.

### Section 2. DUTIES OF STANDING COMMITTEES:

Standing committees should be filled consistently, when possible, to ensure the smooth functioning of the Colorado Chapter of The Wildlife Society. However, when vacant, duties of these committees may be fulfilled by members of the Executive Board. Additional "ad hoc" committees may be created and dissolved as deemed necessary, to meet the needs and interests of the membership.

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 Central Mountains and Plains Section, and the Colorado Chapter. This committee shall encourage that membership dues are maintained on a paid-up basis.

CLAUSE C – ANNUAL MEETING PROGRAM - This committee shall arrange programs, agendas, times, and places for all regular meetings and provide the President and Executive Board with a proposed agenda for the Annual Meeting at least 2 months prior to the meeting date. Duties include:

- Securing speakers or participants for each meeting as needed.
- Securing necessary meeting rooms, equipment, facilities and handling of all other details for each meeting.
- Coordinating Chapter meetings with those of other organizations where appropriate and desired.
- Assisting program development for the Central Mountains and Plains Section or Society meetings when appropriate.

CLAUSE D – REVIEW OF LAND USE AND CONSERVATION - This committee shall review 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 Colorado 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 - POLICY STATEMENTS AND RESOLUTIONS - This committee shall receive proposed Position and Public Statements and Resolutions 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 - FINANCE AND FUNDRAISING- This committee shall develop means of improving the Chapter's income and financial condition and recommend these to the Executive Board for action. It shall also suggest special projects deserving expenditure of Chapter funds and recommend these to the Executive Board for consideration.

CLAUSE H - AUDIT - This committee shall consist of a chairman and at least two additional members. Each year, soon after the Annual meeting, it shall review the financial records and support documents of the Treasurer. At this time the committee may recommend accounting procedures that may improve record keeping of the Chapter. The committee shall also review these records and documents prior to any change in the office of the Treasurer.

CLAUSE I – AWARDS – This committee shall recommend persons for honorary membership and for Chapter awards recognizing meritorious service or outstanding endeavors in the wildlife field. It shall recommend memoriams for deceased chapter members, and recommend honorariums as appropriate.

CLAUSE J - NEWSLETTER - This person or persons shall be responsible for periodic publication of the Chapter newsletter.

CLAUSE K - LEGISLATIVE REVIEW - This committee shall maintain liaison with appropriate sources of legislative information and action; review legislative proposals at all levels of government which effect wildlife and related resources; report on such proposals to the Executive Board and the membership and take such action as the Board or membership direct.

Clause L - WILDLIFE MANAGEMENT - This Committee will be responsible for developing programs to demonstrate good wildlife management practices on privately owned lands. It will assume a lead role in establishing a coalition among state, county, and metropolitan agencies and private organizations to develop and manage urban wildlife habitats. It will assume an advisory role to public agencies and private landowners to develop model habitat management programs for publicly and privately owned lands.

### 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 replacement committees are appointed or until the duties assigned to the committees have been discharged.

### ARTICLE IX. DISSOLUTION

#### Section 1. STANDARDS TO CONTINUE

The Chapter must continue to demonstrate its viability to the Council of The Wildlife Society by meeting the following standards: a) complying with the criteria for affiliation (Article 1, Section 3), b) submitting the required reports to The Wildlife Society (Article VII, Section 3), and c) fulfilling the purposes and intent of these bylaws. The Council of The Wildlife Society may dissolve the Colorado Chapter following a 1 year grace period during which time the Chapter can come back into compliance.

#### Section 2. DISSOLUTION

The Council of The Wildlife Society may dissolve the Colorado Chapter, following a 1 year grace period during which time the Colorado Chapter can come back into compliance, if (1) it finds the Chapter is not meeting the standards established in Article IX, Section 1 and/or (2) if the Chapter fails to file required IRS reports, as set out in Article VI, Section 3, for 3 consecutive years. Upon dissolution of the Colorado 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 X. AMENDMENT TO BYLAWS

#### Section 1. 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 1B) is followed. A member who will be absent from the meetings 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.