

**BYLAWS  
of the  
UNIVERSITY OF MINNESOTA STUDENT 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 University of Minnesota Student Chapter of The Wildlife Society.

Section 2 - Area - This Student Chapter (hereinafter, Chapter) shall have as its area of organization the environs of the University of Minnesota, Twin Cities Campus.

Section 3 - Criteria for Affiliation - The Minnesota Student Chapter shall conform to Bylaws, objectives, Code of Ethics, policies, and positions as adopted by The Wildlife Society, Inc. (Hereinafter The Wildlife Society (TWS), Inc., may be referred to as the Society). The Chapter also shall maintain appropriate affiliation with the campus or student government organizations required by University of Minnesota regulations.

**Article II - Objectives**

Section 1 - Objectives - Consistent with the objectives of the Society, the Student Chapter objectives are:

- To maintain direct contact with the Society.
- To establish better contacts with Minnesota Chapter TWS.
- To provide a vehicle for pre-professional activities available to students.
- To provide a liaison between students and professional activities.

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

- a) Provide opportunities for better liaison among individual members, sections, chapters and the Society.

<sup>1/</sup> The Wildlife Society was incorporated in 1948 under the laws of the District of Columbia.

- b) Encourage professionalism and high standards of scholarship and help create a good understanding of employers' objectives and needs.
- c) Encourage communication between members and non-members (especially those on campus) to create climates where understanding of the resource management sciences will be improved.

### **Article III - Chapter Year**

The Chapter operating and fiscal year shall begin January 1.

### **Article IV - Membership**

Section 1 - Voting Membership - Voting membership in the University of Minnesota Student Chapter shall be available to students who are regular or student members of The Wildlife Society in good standing. Only Student Chapter Voting Members may hold elective offices in the Student Chapter, vote on official matters affecting the Society, and officially represent the Student Chapter on business of the Society by Board or officer appointment.

Section 2 - Affiliate Membership - Affiliate membership in the University of Minnesota Student Chapter shall be available to a person ineligible for voting membership provided he is sponsored by the Membership Committee. An affiliate member shall be entitled to all the rights and privileges of a full member except he/she cannot hold office in the Student Chapter nor vote on, nor represent the Society on Society business and policy matters.

Section 3 -

- a) Dues - Annual dues, as established at the previous annual meeting or changed by membership action, shall be payable by

each member to the Treasurer no later than the end of the month preceding the annual meeting.

- b) New members entering in the academic year (Fall Quarter) pay one-third (1/3) of the annual dues rate, and the full annual dues amount in the month preceding the next annual meeting.
- c) Members joining at times other than in a) and b) can pay annual dues or quarterly dues, pro-rated.
- d) Members who are not currently Society members lose their right to hold office in, or otherwise represent the Chapter on Society business.

Section 4 - Resignation - Members may resign at any time by giving notice to the Chapter's Secretary.

Section 5 - Reinstatement - Persons who are dropped from the rolls of the Chapter for non-payment of Chapter dues may be reinstated into membership in this Chapter upon reapplication and payment of appropriate dues.

Section 6 - Chapter Advisor - At least one faculty member who is a current member of the Society shall serve as Chapter advisor.

Section 7 - Charter Member - Voting and affiliate members in good standing on the membership rolls as of December 15, 1973 shall be considered Charter Members.

Section 8 - Honorary Member - Honorary members of Chapter shall be non-students 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 and may not vote or hold office.

## Article V - Elections and Officers

### Section 1 - Nominating and Elections Committee - The three-member

Nominating and Elections Committee selected by the Executive Board (See Art. 7, Sec. 1) of Chapter shall prepare a slate of two candidates for each of the elective positions, namely: President, Vice-President, Secretary, a Treasurer, and one Student Representative, to the Executive Board.

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

Clause B - Said nominations slate shall be submitted by the Secretary to the membership at least two weeks prior to the annual business meeting.

Clause C - Additional nominees may be added to the Nominating and Elections Committee's slate by the membership at the meeting at which officers are elected.

Clause D - A member may hold the same elective position for no more than two consecutive years.

Clause E - Those nominated must be current members of the Society at the time of elections.

### Section 2 - Balloting - Written ballots shall be received from the members

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 office by the membership.

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

Clause B - An absentee ballot 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 on the written ballot shall be declared elected. No one may hold two elective positions simultaneously.

Section 3 - Officers - Officers of the Chapter shall consist of President, Vice-President, Secretary, Treasurer. Their duties are:

Clause A - President - The President shall have general supervision of the chapter officers, and 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, ex-officio, a 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 - 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. (Such duties might include chairing the membership or program committee.) In the event the Vice-President cannot serve in the President's absence, the Executive Board shall appoint a President, pro tempore.

Clause C- Secretary - Secretary shall be responsible for the files and records of the chapter. The Secretary shall record the minutes of all meetings, maintain the membership rolls, correspondence, and issue meetings notices.

Clause D - Treasurer - The treasurer shall be responsible for funds 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.

Clause E - Executive Board - The above officers and 1 student representative as described in Article VII, Section I shall make up the Executive board which shall act as the governing body for the Chapter.

Section 4 - Term of Office - The officers and elected board members must be members of the Society, serve for approximately one year, assume office January 1, and, unless re-elected, terminate their duties December 31 of the year of their office, or at such time as their successors are elected and installed.

Section 5 - Vacancies - If the office of the President is vacated for any reason, the Vice -President shall assume the duties of the President for the balance of that unexpired term of the President. All other vacancies in any unexpired term of an elective office shall be filled through a special election or appointment by the Executive Board.

#### 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. There shall be no less than one meeting each school year.

Clause A - Annual Meetings - The regular meeting in January shall be known as the Annual Meeting, and shall be for the purpose of electing officers, 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 two weeks prior to annual meetings and special meetings and at least one week prior to regular meetings.

Clause C - Quorum - The quorum for the annual meeting of the Chapter shall be over fifty percent of the membership and for Executive Board Meetings, three members of the board.

Clause D - Meeting Rules - The rules contained in the latest revision of Roberts Rules of Order shall govern meetings in all cases to which they are applicable, and in which they are consistent with the bylaws and/or other special rules of the Chapter and Society.

Clause E - By laws - the Bylaws of this organization shall be available for inspection during every meeting.

Section 2 - Special Meetings - Special Meetings may be called by the Executive Board at any time (except during official holidays and examination periods), provided due notice (see Art. VI, Sec. 1B) and the purpose of the call is 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 I of this Article apply to special meetings.

### **Article VII - Management and Finance**

Section 1 - Executive Board - The Chapter shall be governed by an Executive Board composed of its officers and one Student Representative 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 action

of the Board may be over-ridden by a two-thirds vote of the voting members attending a 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. The Chapter Advisor will be asked to attend each Board meeting.

Section 2 - Finance - Funds of the University of Minnesota Student Chapter shall be under the supervision of the Executive Board and shall be handled by the Secretary-Treasurer (or Treasurer). The financial records of the University of Minnesota Student Chapter shall be periodically examined by the Audit Committee (Art. VIII, Sec. 2F).

Clause A - The Secretary-Treasurer (or Treasurer) need not be bonded.

Clause B - Funds shall be derived from dues, special assessments, work projects, and contributions. (Other fund sources also maybe listed, such as "publication and special activity sales," etc.)

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

Section 3 - Reports - Within ten days after an election or other official action(s) the Secretary shall report such action(s) to the Field Director of the Wildlife Society, to the Section Representative and to require campus authority. Annual financial statements and activity reports from the 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 to TWS Field Director in January of each year for federal tax reporting by TWS office.



Section 4 - Files - The Chapter shall maintain a file containing: Bylaws of The Wildlife Society and of the 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 drafted and kept in the Chapter file for the guidance of each succeeding Secretary. The Chapter's copy of the "Operations Manual" provided by the Society will be maintained by the President of the Chapter 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 Publication Statement Committee (Art. VIII, Sect. 2E) 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 Student Chapter membership. Such new items must be approved by two-thirds of the Student 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 Student Chapter policies may be carried out by any Student Chapter officer upon unanimous approval of the Executive Board. On issues where there are no previously established Student 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 Student Chapter provided that: 1) the concept of the statement be

brought to the Executive Board's attention and 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 University of Minnesota Student 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
- b) in the absence of existing position statements by The Wildlife Society. The University of Minnesota Student 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 Student Chapter membership, The Wildlife Society, and the University of Minnesota Student Chapter Section Representative, and the University of Minnesota Student Chapter Section President must receive copies of any approved Resolution or Public Statement within 15 days of such action.

#### **Article VIII - Committees**

Section I - 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 Art. V, Sec. 1) and special committees such as awards, and hospitality. Committee chairpersons shall complete their committees with assistance of the President.

Section 2 - Duties of Standing Committees:

Clause A - Nominating and Elections - (See Art. V, Sec. 1)

Clause B - Membership - This committee shall encourage the maximum number of qualified persons residing in the area to become members of the Society and of the Chapter. This committee shall maintain a list of all students at University of Minnesota who list wildlife management as their major subject and encourage them to be active in the Chapter.

Clause C - Programs - This committee shall arrange programs of all regular and annual meetings.

Clause D - Education and Information - (Publicity) - This committee shall seek and employ methods of informing the community of basic concepts of wildlife management and of Chapter and Society activities and interests.

Clause E - Resolutions and Public Statements - This committee shall receive proposed resolutions or public statements from two 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 F - Audit - This committee shall consist of a chairman and at least two additional members. It shall review the financial records and support documents of the Secretary-Treasurer (or Treasurer) at least annually. The committee also shall review these records and documents prior to any change in the office of the Secretary-Treasurer (or Treasurer).

Section 3 - Accountability - 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 University of Minnesota Student Chapter of The Wildlife Society, its Executive Board shall transfer all assets, accrued income, and other properties to TWS Council 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, TWS Council may use or distribute all assets, accrued income, and other properties as it determines best 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 members voting at any Annual or special meeting if due advance notice of the proposed changes per Art. VI, Sec. 1, B of these Bylaws is followed. A member who will be absent from the meeting may proceed as under "Balloting" in Art. V, Sec. 2, B.

Section 2 - Conformance - No amendment to these Bylaws shall be enacted which results in conflict with the Society Bylaws.